

## College Effectiveness Committee

### Draft Minutes

September 12, 2014 / 10:00 a.m.

Vernon 204 and CCC 712

- Call meeting to order – The meeting was called to order at 10:03 a.m. by Betsy Harkey, chair
- Welcome and review of committee attendance
  - College Effectiveness Committee members:

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
Director of Institutional Effectiveness	Betsy Harkey, Chair	<b>X</b>	
Dean of Administrative Services	Garry David	<b>X</b>	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	<b>X</b>	
Dean of Instructional Services	Dr. Gary Don Harkey		<b>X</b>
Dean of Student Services/Athletic Director	John Hardin III		<b>X</b>
Associate Dean of Instructional Services	Shana Munson	<b>X</b>	
Associate Dean of Student Services	Kristin Harris	<b>X</b>	
Division Chair - Communications, English Instructor	Joe Johnston		<b>X</b>
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	<b>X</b>	
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb	<b>X</b>	
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		<b>X</b>
Director of Admissions and Records	Amanda Raines	<b>X</b>	
Director of Continuing Education	Christina Feldman		<b>X</b>
Director of Financial Aid	Melissa Elliott		<b>X</b>
Director of Human Resources	Haven David	<b>X</b>	
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	<b>X</b>	
Institutional Support Specialist	Jim Binion		<b>X</b>
Director of Library Services	Marian Grona	<b>X</b>	
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman	<b>X</b>	
Director of Quality Enhancement	Criquett Lehman		<b>X</b>
Faculty/ Instructional Design and Technology Coordinator	Roxie Hill		<b>X</b>
Counselor	Clara Garza	<b>X</b>	
Faculty Senate Representative	Dr. Donnie Kirk	<b>X</b>	
Faculty Senate Representative	Adrien Ivan	<b>X</b>	
Faculty SACSCOC Representative	Bettye Hutchins	<b>X</b>	
Student Forum Representative	Jackie Polk /		<b>X</b>
Student Government Representative	SjohOnton Fanner/	<b>X</b>	
Classified Staff	Sandy O'Dell		<b>X</b>
Classified Staff	Rosa Alaniz		<b>X</b>
President	Dr. Dusty Johnston	<b>X</b>	

- Approval of March 28, 2014 minutes (Exhibit A, Action Item) – Motion by Greg Fowler to approve, second by Marian Grona, the motion passed.
- Review College Effectiveness Committee Purpose and Responsibilities (Exhibit B)
- Student Learning Measures Update: Dr. Gary Don Harkey – agenda item tabled

- Director of Institutional Effectiveness Update:
  - SACSCOC Fifth-Year Interim Report – mailed on September 8, 2014, reviewed in December, letter received in January
  - Student Success by the Numbers Committee - September 5, 2014 meeting review
    - SSBTN Purpose and Responsibilities (Exhibit C)
    - Updated KPIAs along with a review of related KPIAs and data sources (College Effectiveness Committee receives the updates through emails to the data group and as part of Dr. Johnston's Monthly News)
    - Assessment Activity and Report Calendar 2014-2015 (will be posted on website when receive information on final corrections)
    - General Glossary 2014-2015 (will be posted on website when receive information on final corrections)
    - Next meeting begins review of Assessment and Report Communication Forms for 2014-2015 AY
  
- Planning Calendar
  - Reminder 2013-2014 Annual Action Plan Summaries due by end of September. Components should include data such as CCSSE and SENSE results.
  - Reminder to review 2014-2015 Annual Action Plans and Institutional Effectiveness Plans for actions to be implemented during this AY (shared drive G :)
  - Review of 2014-2015 Planning Calendar approved by CE Committee via electronic vote July 2014 (Exhibit D)
  - Vernon College Substantive Change Policy review (Exhibit E) –
    - Due to the timing of the policy approval, Haven David has been asked to ensure the policy is available on the Employee Handbook portion of the website. The policy will be included in the 2015-2016 Employee Handbook.
    - The policy was reviewed and discussed by the CE Committee.
    - Betsy informed the committee that additional information is already being requested regarding substantive change for future SACSCOC reports e.g. the new Fifth-Year Report document.
    - The Academic Council has been asked to include Substantive Change as a routine agenda item
  - Review and approval of Strategic Plan Components: Philosophy, Vision, Values and Mission for 2015-2019 (Exhibit F, Action Item) – motion by Shana Munson, second by Greg Fowler, the motion passed.
  - Review and approval of Strategic Plan Components: Long Term Objectives for 2015–2019 (Exhibit G, Action Item) – motion by Joe Hite, second by Shana Munson, the motion passed.
  
- Student Success by the Numbers Initiative at a Glance (Exhibit H) – send updates to Betsy by the end of September
  
- Working Timeline progress of activities review will begin with October 31 meeting
  
- Meeting schedule: October 31, November 21 and December 12
  
- Adjournment - Dr. Johnston reminded committee members that the Institutional Effectiveness process is as relevant today as when it started. Approximately twenty percent of employees, involving the College Effectiveness and Student Success by the Numbers Committee, are directly involved in an extensive planning and assessment process at Vernon College.  
The meeting was adjourned at 10:55 a.m.