

College Effectiveness Committee

Agenda

April 1, 2016

8:00 a.m.

Vernon 204 and CCC 712

- Welcome
 - Review of committee membership (41):

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair		
Dean of Administrative Services	Garry David		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Dean of Instructional Services and SACSCOC Leadership Team	Dr. Gary Don Harkey		
Dean of Student Services/Athletic Director	Jim Nordone		
Associate Dean of Instructional Services	Shana Drury		
Associate Dean of Student Services	Kristin Harris		
Division Chair - Communications, English Instructor	Joe Johnston		
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler		
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb		
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		
Director of Admissions and Records	Amanda Raines		
Director of Continuing Education	Christina Feldman		
Director of Financial Aid	Melissa Elliott		
Director of Human Resources	Haven David		
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander		
Advancement Specialist - Recruiting	LeAnn Scharbrough		
Institutional Support Specialist	Jim Binion		
Director of Library Services	Marian Grona		
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman		
Director of Quality Enhancement and SACSCOC Leadership Team	Criquett Lehman		

Early College Start Coordinator	Melissa Moore		
Instructional Design and Technology Coordinator, Faculty	Roxie Hill		
Student Information Software Coordinator	Ivy Harris		
Counselor	Clara Garza		
Faculty, Speech Instructor	Dr. Donnie Kirk		
Faculty Senate Representative, History Instructor	Jason Scheller		
Faculty, English Instructor	Misti Brock		
Faculty, Math Instructor	Dr. Brad Beauchamp		
Faculty Senate Representative, SACSCOC Leadership Team and History Instructor	Bettye Hutchins		
Business Office Manager	Mindi Flynn		
Student Billing Accountant	Christie Lehman		
Student Forum Representative	Jackie Polk /		
Student Government Representative	Shaeleigh Jones/		
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore		
Administrative Assistant/Human Resources – Physical Plant	Toni Bell		
Administrative Assistant/Instructional Services	Linda Haney		
Administrative Secretary to the President	Mary King		
Employees Forum Representative			
Employees Forum Representative	Rosa Alaniz		
President and SACSCOC Leadership Team	Dr. Dusty Johnston		

- Approval of February 26, 2016 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Bradley Beauchamp
 - Completed Projects:
 - Collection of data for Aspen Prize
 - Analysis of ESCR data from Fall 15
 - Submitted sampling plan for inclusion in the Multi-State Collaborative (MSC) assessment Demonstration Year

- Current Projects:
 - Presentation of ESCR data from Fall 15 to Subcommittee of Academic Council at upcoming meeting
 - Meetings with core curriculum faculty to select/edit LEAP rubrics for assessment of Communication Spring 16 and Social Responsibility Summer 2016
 - Email asking for volunteers to serve on the assessment team for Spring 16 will go out Monday 4/4.

- Director of Institutional Effectiveness Update:
 - Student Success by the Numbers Committee next meeting April 22, 2016.
 - In process of updating KPIAs with newly released THECB Accountability Information.
 - Aspen Prize Round Two – not submitted due to missing or incomplete data.

- SACSCOC:
 - Compliance Certification (10 year report) Process Discussion (Exhibit B)
 - ✓ Almost all subject matter experts and most primary writers have been identified on the matrix and timeline document. A few more committee members may be added to some of the criteria.
 - ✓ Primary responsibilities at this point include continuous review of policies and procedures to ensure all are correct and being followed.
 - ✓ The shared drive will be ready for narrative drafts and exhibits/evidence by May 1. Included in the shared drive:
 1. Folder for each criteria
 2. Checklist for each criteria as gleaned from the SACSCOC Resource Manual
 3. Narrative template
 - ✓ Familiarize yourself with the resources listed at the end of the Countdown to Completion document (responsibility matrix and deadlines).
 - ✓ Compliance Assist update underway and information will be archived for final 5th year report soon.
 - ✓ Watch your email for more updates.

 - QEP Update (Exhibit C) – Criquett Lehman

 - Review 1.1 thru 2.12 SACSCOC Criteria Worksheet and notes (Exhibit D) – Dr. Dusty Johnston

- Title III Update:

- Unit 4 Education Solutions, Inc. ERP/SIS and Microsoft Dynamics GP at an estimated five year cost of \$1,489,100 paid with an estimate of \$1,221,000 of Title III grant funds and an estimate of \$268,100 Vernon College funds approved by the Board of Trustees on March 9, 2016.
- Title III Project Director transition from Betsy Harkey to Dean Jim Nordone approved by Nalini Lamba-Nieves, Department of Education Program Manager, and effective April 1, 2016.
- Interim Performance Report form should be available to Dean Nordone on April 1 and anticipate due on April 30. He will also be working with Dr. Luzelma Canales, External Evaluator, to ensure her interim report is completed.

- Planning Calendar

- March - Board of Trustees
 - Review annual data related to Key Performance Indicators of Accountability (KPIAs) and Institutional Benchmarks postponed due to needed information from THECB Accountability Report.
 - Reviewed and approved room and board rates for upcoming school year, March 9, 2016.
 - Reviewed and approved tuition and fee rates for upcoming school year, March 9, 2016.
 - Reviewed and approved reappointment of faculty, March 9, 2016.
 - Reviewed and approved reappointment and extension of administrative staff and classified staff, March 9, 2016.

College Effectiveness Committee, Component Leadership and Director of Institutional Effectiveness

- Approved 16-17 committee reports and Institutional Effectiveness Plans due to Component Leadership for review, evaluation and to finalize into Master Plans. Committee reports available to Component Leadership via Blackboard. IE Plans for 16-17 process postponed.
- Begin 2016-2017 budget development process including input from faculty and staff. Process started in March.
- April reminders – Board of Trustees
 - Review and approve appointment of nominating committee for Board Officers (even numbered years);
 - Discuss potential topics for annual Board retreat in July.
 - Review and discuss first draft of 16-17 Budget;

- Working Timeline for 2015-2016 Annual Action Plan - March, April and May will be on May agenda

- Meeting schedule: April 29 electronic, May TBD

- Adjournment