

College Effectiveness Committee

Draft Minutes

February 26, 2016

8:00 a.m.

Vernon 204 and CCC 712

- Welcome – the meeting was called to order at 8:00 a.m. by Betsy Harkey
- Review of committee membership:

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

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

- Review of November 2015 electronic meeting agenda (Exhibit A)
- Student Learning Measures Update: Dr. Gary Don Harkey and Dr. Bradley Beauchamp (Exhibit B) – Dr. Harkey reviewed the Student Learning Measures for the committee.
- Director of Institutional Effectiveness Update:
 - Student Success by the Numbers Committee – met on February 19, 2016. Primary agenda items included:
 1. Assessment and Report Calendar and General Glossary for 2015-2016 going through an audit to reach out to those who have fallen behind and with questions concerning content of the information forms.
 2. Data update since last meeting:

- Student Success Data Facts to Board of Trustees – November 2015, SSBTN Initiative at a Glance; December 2015, Licensure and Certification KPIA; January 2016, Financial Aid KPIA
 - KPIA updates using POISE and IPEDs data:
 - Budget Revenue and Expenditure
 - Contract Training Courses for Business and Industry – Continuing Education
 - Course Completion Success
 - Enrollment with Non funded-Non Credit
 - Financial Aid
 - Funded Continuing Education Contact Hours
 - Graduation, Persistence and Retention Rate
 - Aspen Prize (round two) – pulling data primarily from old CBM reports
 - Waiting on THECB Accountability Report to update the majority of KPIAs
 - Aspen Prize (round two) – pulling data primarily from old CBM reports
- SACSCOC:
 - SACSCOC Fifth-Year Interim Referral Report approved with no recommendation during SACSCOC Annual Meeting in December 2015. Official notification letter received January 2016.
 - Compliance Certification (10 year report) – Subject matter experts and most primary writers have been identified on the matrix and timeline document. Primary responsibilities now include continuous review of policy and procedure to ensure all are correct and being followed. The shared drive will be ready for narrative drafts and exhibits/evidence by April 1. (Exhibit C).
 - QEP Update including SACSCOC Summer Institute plans – Focus on sending those more directly involved in the QEP (Exhibit D)
 - Title III Update: Database Dictionary and Student Success Pathway/Workflow discussion
 - Planning Calendar
 - December: Board of Trustees approved previous year’s (2014-2015) Audit on December 16, 2015
Institutional Effectiveness Plans for 2016-2016 approved by Board of Trustees. This is a change to calendar.
Preliminary drafts of 2016-2017 Annual Action plan posted in shared drive
 - January: Midyear 15-16 Committee Reports posted on website for College Effectiveness Committee review – Several committees are behind in posting information to website. An audit will be conducted and help/training provided where needed.
Review and approve annual IT Management Report scheduled for March Board of Trustees meeting.

Review and approve zero tuition/special populations for continuing education training for the Spring semester – None to approve in January.

Review and approve notice of trustee elections (even number years) by Board of Trustees at January 20, 2016 meeting.

- February: Board of Trustees reviewed and approved independent auditor; reviewed and approved 2016-2017 Academic Calendar; and completed personnel responsibilities according to the planning calendar on February 17, 2016.
Review of Key Performance Indicators by SSBTN Committee postponed until THECB Accountability Report available to update KPIAs.
QEP review/oversight ongoing by QEP Committees and Task Forces.
Review and approve 2016-2017 Institutional Effectiveness Plans - postponed

2016-2017 Annual Action Plans

Component final plans are posted in shared drive.

Facilities, Institutional Improvement, Personnel and Technology Plans shared with committee chairs for review and recommendations. Also posted in shared drive and Blackboard.

Review and approves 2016-2017 committee reports and plans:

Facilities (Exhibits E and F, Action Item) – The facilities plan was presented by Dean Garry David. Motion to approve by Deana Lehman, second by Greg Fowler, motion passed.

Institutional Improvement (Exhibit G, Action Item) – The College Effectiveness Committee serves as the oversight committee for the Institutional Improvement Plan. Motion to approve by Jason Scheller, second by Jim Binion, motion passed.

Personnel (Exhibits H and I, Action Item) – The personnel plan was presented by Dr. Johnston. Motion to approve by Shana Drury, second by Criquett Lehman, motion passed.

Technology (Exhibit J and K, Action Item) – The technology plan was presented by Criquett Lehman. Motion to approve by Haven David, second by Mindi Flynn, motion passed.

Note that the committee discussed the importance of reviewing the facilities plan for included technology to ensure that nothing is overlooked and the College continues to work toward standardization and effective communication.

- Working Timeline for 2015-2016 Annual Action Plan (Exhibit L)

- Dr. Johnston comments – Dr. Johnston provided an overview of the budget cycle and expected decrease in appropriations due to decrease in state revenue. He also asked for the College Effective Committee members to continue to serve as cheerleaders as we work toward process improvement and define workflows through the Title III project.
- Meeting schedule: April 1 (for March meeting), April 29 electronic
- Adjournment – the meeting adjourned at 8:50 a.m.