

College Effectiveness Committee
Electronic Meeting Communication Notes
April 2016

- Review of committee membership (41):

Vernon College Position	Member
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 /Jessica Jennings
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

▪ Student Learning Measures Update: Dr. Bradley Beauchamp

Completed:

- Analysis of ESCR data from Fall 15
- Assessment team training for Spring 16 assessment of communication
- Meetings with faculty to refine rubrics for assessment of social responsibility Summer 16

Current:

- Formation of the sample of student work for assessment of communication
- formation of sample of student work for inclusion in the Multi-State Collaborative project
- Refinement and deployment of the ESCR for spring 16

- Director of Institutional Effectiveness Update:
 - Student Success by the Numbers Committee approved KPIAs and related Benchmarks on April 25, 2016. All current KPIAs and Benchmarks are posted on the Vernon College website. The Benchmarks will be the Student Success Data Fact for the Board of Trustees May meeting.
 - In process of certifying the THECB Licensure/Certification Report. This report is aligned with the Vernon College KPIA.

- SACSCOC:
 - Compliance Certification (10 year report) Process Discussion
 - ✓ The shared drive will be ready for narrative drafts and exhibits/evidence by May 13. 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 A) – Criquett Lehman

- Title III Update:
 - For the month of April, 2016, the ERP/SIS Coordinator has the following updates:
 - A total of 109 Workflow Process Reports have been submitted for review.
 - 77 of those submitted workflows have been reviewed.
 - 32 workflows still need to be reviewed.
 - Dynamics DP Kickoff Event has been scheduled for Tuesday, May 3rd, 2016.
 - Unit 4 Solutions Management Kickoff Event has been scheduled for Thursday, May 5th, 2016.
 - The Data Dictionary is being compiled for use with the data migration process.
 - The SIS/ERP Coordinator was able to observe a data migration on May 18-22, 2016 in Ft. Worth, TX. The observation was able to offer another perspective on the data migration process that Vernon College is about to embark. Key areas of concern during the data migration process were identified and the appropriate remedies and solutions are being discussed and annotated for use in the future.

- Planning Calendar
 - May reminders:
 - Qualify newly elected Board members
 - Election of Board officers
 - Review and approve Summer Continuing Education and Kids College schedule
 - Conduct TASB policy update
 - Review and approve 2016-2017 Annual Action Plan (note: Institutional Effectiveness Plan process will be delayed)
 - Review and approve 2016-2017 General Catalog
 - Review and discuss second draft of the budget
- Working Timeline for 2015-2016 Annual Action Plan - March, April and May will be on May agenda
- Meeting schedule: May TBD