College Effectiveness Committee

Agenda

February 26, 2016

8:00 a.m.

Vernon 204 and CCC 712

▪ Welcome

-Review of committee membership (39):

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 Forum Representative	Jackie Polk /		
Student Government Representative	Shayleigh 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		

- Review of November 2015 electronic meeting agenda (Exhibit A)

- Student Learning Measures Update: Dr. Gary Don Harkey and Dr. Bradley Beauchamp (Exhibit B)

- 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:

- o 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
- o 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

  Waiting on THECB Accountability Report to update the majority of KPIAs

- ▪ 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)
Institutional Improvement (Exhibit G, Action Item)
Personnel (Exhibits H and I, Action Item)
Technology (Exhibit J and K, Action Item)

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

- Meeting schedule: April 1 (for March meeting), April 29 electronic

- Adjournment