

College Effectiveness Committee

Agenda

July 26, 2016

2:00 p.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	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	Shealeigh Jones/		
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore		
Administrative Assistant/Human Resources – Physical Plant	Toni Jones		
Administrative Assistant/Instructional Services	Linda Haney		
Administrative Secretary to the President	Mary King		
Employees Forum Representative			
Employees Forum Representative	Rosa Alaniz		
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston		

- Approval of June 26, 2016 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don Harkey

Ongoing:

Evaluation of assessment data for Communication Spring 2016

Evaluation of ESCR data from Spring 2016

Collection of artifacts for assessment of Social Responsibility Summer 2016

Formation of team for assessment of Social Responsibility

- Director of Institutional Effectiveness Update:

- POISE data sorts continue for applied and enrolled, Fall and Fall I 2016. As of July 21, 2016 the numbers are down as compared to 2015. Please encourage staff and faculty to email Betsy with the dates and quick descriptions of events or activities that might cause jumps in applications and enrollments.
 - Continuing to set up committees in Canvas. Suggestions for improvement are welcomed.
- SACSCOC:
 - Questions/concerns regarding Compliance Certification Report Responsibility matrix, Deadlines and Due Dates (Exhibit B) – Remember that the writing teams should be serving as primary reviewers/editors for the drafts.
 - Reminder to follow SACSCOC Compliance Certification shared drive instructions. A copy of the document is in the shared drive.
 - Continue to contact Betsy with shared drive problems.
 - Class of 2019 Orientation communication from SACSCOC. An Institutional Summary Form is due September 1, 2016 to SACSCOC causing deadlines to change for some writing teams. The content is due to Betsy by August 15th. There is also a Pre- Orientation Survey that will be completed soon by Dr. Johnston and/or Betsy. (Exhibit C)

Draft narratives in shared drive as of 7.21.16:

- ✓ Educational Programs and Governance Control – Institutional Summary
- ✓ History and Characteristics – Institutional Summary
- ✓ Relationship to the Department of Education – Institutional Summary
- ✓ Part 2 – List of Substantive Changes
- ✓ CR 2.11.1 – Financial Resources
- ✓ CR 2.11.2 – Physical Resources
- ✓ CR 2.12 – QEP component 1
- ✓ CS 3.1.1 – Mission
- ✓ CS 3.2.1 – CEO Evaluation/Selection
- ✓ CS 3.2.2.1 – Governing Board Control, the institution’s mission
- ✓ CS 3.2.3 – Board Conflict of Interest
- ✓ CS 3.2.4 – External Influence
- ✓ CS 3.2.5 – Board Dismissal
- ✓ CS 3.2.6 – Board/Administration Distinction
- ✓ CS 3.2.7 – Organizational Structure
- ✓ CS 3.3.2 – QEP component 1
- ✓ CS 3.10.1 – Financial Stability

- ✓ C.S. 3.10.2 - Financial Aid Audits
- ✓ CS 3.10.4 – Control over externally funded...
- ✓ CS 3.11.1 – Control of Physical Resources
- ✓ CS 3.11.3 – Physical Facilities
- ✓ FR 4.1 – Student Achievement
- ✓ FR 4.7 – Title IV Responsibilities
- ✓ Commission Policy 3.12.1 – Substantive Change
- ✓ Commission Policy 3.13.4 – Reaffirmation of Accreditation and Subsequent Reports – nothing to report at this time
- ✓ Commission Policy 3.14.1 – Publication of Accreditation Status

- QEP Update – Criquett Lehman (Exhibit D)

▪ Title III Update – Jim Nordone and Ivy Harris (Exhibits E and F)

▪ Planning Calendar

- Board of Trustees: August – Review 2015-2016 Planning Calendar for scheduled activities/actions in July. (Exhibit G)

Review and approve Institutional Effectiveness Plans for 2016-2017.

- College Effectiveness Committee – Review 2015-2016 Planning Calendar for changes/additions. (Exhibit G)

Review and approve 2016-2017 Planning Calendar. (Exhibit H, Action Item)

Suggestions due to Student Success by the Numbers Committee by August 10, 2016 regarding Planning and Assessment Calendar and Glossary to be approved in August.

Review and approval of 2016-2017 Institutional Effectiveness Plans (Exhibit I, Action Item)

Reminder to begin evaluation of 2015-2016 Annual Action Plans and Institutional Effectiveness Plans – due September 30th. (Exhibit J)

- ✓ Institutional Effectiveness Audit Form adapted from audit forms shared by SACSCOC reviewers for Comprehensive Standard 3.3.1 – Institutional Effectiveness.
- ✓ [SACSCOC Resource Manual \(pp. 48-53\)](#)
- ✓ Excerpts citing noncompliance from the [SACSCOC Handbook for Institutions Seeking Reaffirmation \(pp. 83-84\)](#).
- ✓ [Top 10 Most Frequently Cited Principles in Reaffirmation Reviews: 2015 Reaffirmation Class Institutions](#)
- ✓ 2014-2015 IE and Annual Action Plan Final Summaries are available on the shared drive for review.

▪ Meeting schedule: August, Electronic

▪ Adjournment