

College Effectiveness Committee

Draft Minutes

June 28, 2016

2:00 p.m.

Vernon 204 and CCC 712

- Welcome – the meeting was called to order at 2:05 p.m. by chair Betsy Harkey
- Review of committee membership (41):

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	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	Shealeigh Jones/	X	
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore		X
Administrative Assistant/Human Resources – Physical Plant	Toni Jones	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, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston	X	

- Approval of May 31, 2016 minutes (Exhibit A, Action Item) – Motion to approve by Criquett Lehman, second by LeAnn Scharborough, motion passed.
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don Harkey
 - Completed:
 - Collection of common assignments for assessment of Communication from faculty teaching core courses.
 - Additional common assignments collected for the Multi-State Collaborative assessment project.
 - The assessment team met May 17 to assess the approximately 240 common assignments.
 - Collection of ESCR from faculty teaching Spring 2016 courses.
 - Ongoing:

Assisting faculty with selection of rubrics for assessing Social Responsibility Summer 2016.

Analyzing results of assessment of Communication core objective Spring 2016.

Analyzing results of ESCR data from Spring 2016.

▪ Director of Institutional Effectiveness Update:

- POISE data sorts continue for applied and enrolled, Fall, Fall I 2016, emailed periodically to the Data Group along with comparisons to 2015; Summer 2016 data was emailed on June 14, 2016. No other summer data will be sorted (unless requested) until grades are available.
- Title III measures to related KPIAs added to Enrollment and Graduation, Persistence and Retention. KPIA for markers to track identified at risk students developed. (Exhibits B, C and D)
- Continuing to set up committees in Canvas. Suggestions for improvement are welcomed.

▪ SACSCOC:

- SACSCOC Financial Profile Report submitted online and mailed 6.15.16. Thank you Garry David for providing the content.
- Review of Compliance Certification Report Responsibility matrix, Deadlines and Due Dates (Exhibit E) – Committee members were reminded to utilize the resources noted on the last page of the document.

Draft narratives in shared drive as of 6.22.16:

- ✓ Educational Programs and Governance Control – Institutional Summary
- ✓ Relationship to the Department of Education – Institutional Summary
- ✓ Relationship to the U.S. Department of Education
- ✓ 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
- ✓ C.S. 3.10.2 - Financial Aid Audits
- ✓ FR 4.1 – Student Achievement
- ✓ FR 4.7 – Title IV Responsibilities
- Review of SACSCOC Compliance Certification (10 Year folder) shared drive (L :)
 - ✓ Folder created for each criteria and includes a narrative checklist from Resource Manual if appropriate. Always double check with Principles of Accreditation and Resource Manual along with other resources you find appropriate.
 - ✓ Shared drive document uploading instructions (Exhibit F)
 - ✓ Contact Betsy if have problems with access to the shared drive
- Compliance Assist <https://vernoncollege.compliance-assist.com/accreditation/>
 - ✓ Reminder of Compliance Certification process to be followed by Vernon College
 - ✓ Contact Betsy if have problems with access to the site

- QEP Update – Criquett Lehman (Exhibit G)
- SACSCOC expectations review – Dr. Johnston – Included in his comments, Dr. Johnston reminded the committee to closely review the matrix assignments, carefully read to fully understand the criteria and to write in a clear and concise manner.
- Title III Update – Jim Nordone and Ivy Harris (Exhibits H and I)
- Planning Calendar
 - Board of Trustees: June
Election of members; election of officers; review and approve Summer continuing Education and Kids College schedule; TASB policy update discussion; Reviewed third draft of budget; Approved General Catalog for 2016-2017
 - Board of Trustees: July
Board Retreat; review and discuss fourth draft of budget; review and approve Fall Continuing Education schedule; issue employee contracts for 2016-2017; review and approve policy manuals and handbooks for 2016-2017; review and approve ISD contract agreements (may be postponed to August)
 - College Effectiveness Committee – Review Annual Planning Calendar in June, revise and approve in July; Institutional Effectiveness Plans for 2016-2017 due to Betsy by Wednesday, July 20, 2016 for committee review and approval on July 26, to Board of Trustees in August; review, enhance and adopt Assessment and Report Calendar and Glossary in July. (Exhibits J and K) – Committee members were asked to send Betsy any changes/additions to the planning calendar for 2016-2017. The calendar will be voted on during the July meeting. Also, the writing teams for CS 3.3.1 – Institutional Effectiveness will serve as the content reviewers for the next two years as plans are reviewed and narratives written.
- Meeting schedule: July 26
- Adjournment at 2:50 p.m.