

College Effectiveness Committee

Agenda

June 28, 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 Bell		
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 May 31, 2016 minutes (Exhibit A, Action Item)
- 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)
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
- 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)
- Meeting schedule: July 26
- Adjournment