

## College Effectiveness Committee

Draft Minutes

May 31, 2016

2:00 p.m.

Vernon 204 and CCC 712

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

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>	<b>Voted Electronically on April 1, 2016 Minutes</b>
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair	<b>X</b>		-
Dean of Administrative Services	Garry David	<b>X</b>		<b>X</b>
Dean of Admissions and Financial Aid/Registrar	Joe Hite	<b>X</b>		<b>X</b>
Dean of Instructional Services and SACSCOC Leadership Team	Dr. Gary Don Harkey	<b>X</b>		<b>X</b>
Dean of Student Services	Jim Nordone		<b>X</b>	
Associate Dean of Instructional Services	Shana Drury	<b>X</b>		
Associate Dean of Student Services	Kristin Harris	<b>X</b>		
Division Chair - Communications, English Instructor	Joe Johnston	<b>X</b>		<b>X</b>
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	<b>X</b>		<b>X</b>
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb	<b>X</b>		
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg	<b>X</b>		<b>X</b>
Director of Admissions and Records	Amanda Raines	<b>X</b>		<b>X</b>
Director of Continuing Education	Christina Feldman		<b>X</b>	<b>X</b>
Director of Financial Aid	Melissa Elliott	<b>X</b>		<b>X</b>
Director of Human Resources	Haven David	<b>X</b>		
Director of Institutional Advancement	Michelle Alexander	<b>X</b>		<b>X</b>
Executive Director, Vernon College Foundation				
Advancement Specialist - Recruiting	LeAnn Scharbrough	<b>X</b>		<b>X</b>
Institutional Support Specialist	Jim Binion	<b>X</b>		<b>X</b>
Director of Library Services	Marian Grona		<b>X</b>	
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman	<b>X</b>		<b>X</b>

Director of Quality Enhancement and SACSCOC Leadership Team	Criquett Lehman	X		X
Early College Start Coordinator	Melissa Moore	X		X
Instructional Design and Technology Coordinator, Faculty	Roxie Hill	X		X
Student Information Software Coordinator	Ivy Harris	X		
Counselor	Clara Garza	X		X
Faculty, Speech Instructor	Dr. Donnie Kirk		X	X
Faculty Senate Representative, History Instructor	Jason Scheller	X		
Faculty, English Instructor	Misti Brock		X	
Faculty, Math Instructor	Dr. Brad Beauchamp	X		X
Faculty Senate Representative, SACSCOC Leadership Team and History Instructor	Bettye Hutchins		X	
Business Office Manager	Mindi Flynn	X		X
Student Billing Accountant	Christie Lehman	X		
Student Forum Representative	Jackie Polk /		X	
Student Government Representative	Shealeigh Jones/	X		X
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore	X		X
Administrative Assistant/Human Resources – Physical Plant	Toni Bell		X	X
Administrative Assistant/Instructional Services	Linda Haney	X		X
Administrative Secretary to the President	Mary King		X	X
Employees Forum Representative				
Employees Forum Representative	Rosa Alaniz	X		X
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston	X		X

- Approval of April 1, 2016 minutes (Exhibit A, Action Item) – The group decided to review and vote to approve/reject the minutes via email due to the document being hard to read on the screen at Century City. The minutes passed by majority vote.
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don Harkey - Dr. Beauchamp reported that Instructional Services just wrapped up Communication Skills assessment. End of Semester Course Reports should be in the completion stage. Social Responsibility will be assessed this summer. Dr. Harkey added that Vernon College will be completing the first round of assessment by the end of the summer.

- Director of Institutional Effectiveness Update:
  - POISE data sorts for applied and enrolled, Summer terms and Fall, Fall I 2016, emailed periodically to the Data Group along with comparisons to 2015. – Betsy reminded committee members to send her dates and brief descriptions of special events/activities that could cause jumps in the number of applications and registrations.
  - Adding Title III measures to related KPIAs to ensure that markers are included to measure and track student success (retention/persistence, completion/graduation and transfer). A template for additional KPIA data will also be created to track the success of targeted at risk students by the Student Success Pathway Team.
  - Certified THECB Licensure Report on May 3, 2016. Updated KPIA for Licensure and Certification is posted on Vernon College website.
  - In process of setting up committees in Canvas – Betsy is playing with the design and members will be invited after this meeting.
  
- SACSCOC:
  - Review of Compliance Certification Report Responsibility matrix, Deadlines and Due Dates (Exhibit B)
  - 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 C)
  - Compliance Assist <https://vernoncollege.compliance-assist.com/accreditation/> -

Committee members were reminded to check their access to the shared drive and to Compliance. Any problems should be reported to Betsy Harkey.

  - Discussion of Compliance Certification process to be followed by Vernon College
  - QEP Update – Criquett Lehman reviewed the QEP Guidelines from the SACSCOC website, participants in the SACSCOC Summer Institute in July, and the selected due dates for the Compliance Certification report.
  - SACSCOC Annual Meeting and Orientation for Class of 2019 in Atlanta, December 2016. Participating will be Dr. Johnston, Dr. Harkey, Garry David, Jim Nordone, Criquett Lehman, Bettye Hutchins and Betsy Harkey
  
- Title III Update –Ivy Harris provided a brief review of the U4-SM Conference attended in May by her and Criquett Lehman. She shared that the projected go live date for Dynamics GP is September 1, 2016. U4-SM will be in Vernon June 21-23 for high level discovery.
  
- Planning Calendar

- May  
Board of Trustees:  
Election of members; election of officers; review and approve and Summer continuing Education and Kids College schedule; TASB policy update discussion  
Review and approve 2016-2017 Annual Action Plan; Review and approve 2016-2017 Institutional Effectiveness plans postponed to August; Review and approve General Catalog, postponed to June; Review and discuss second draft of budget
  - Institutional Effectiveness Plans – develop plans for 2016-2017 and due to Betsy by Wednesday, July 20, 2016. – Betsy reminded the Committee that the IE Plans will help to address CS 3.3.1 – Institutional Effectiveness: 3.3.1.1, Educational Programs to include Student Learning Outcomes; 3.3.1.2, Administrative Support Services; 3.3.1.3, Academic and Student Support Services; 3.3.1.4, Research and not applicable; 3.3.1.5, Community/Public Service.
- Working Timeline for 2015-2016 Annual Action Plan - March, April and May (Exhibit D)
  - Meeting schedule: June 28 and July 26
  - Adjournment – The meeting was adjourned at 2:55 p.m.