

## College Effectiveness Committee

Draft Minutes

April 1, 2016

8:00 a.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order at 8:05 a.m. by Betsy Harkey, Chair.
- Review of committee membership (41):

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair	<b>X</b>	
Dean of Administrative Services	Garry David		<b>X</b>
Dean of Admissions and Financial Aid/Registrar	Joe Hite	<b>X</b>	
Dean of Instructional Services and SACSCOC Leadership Team	Dr. Gary Don Harkey	<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>	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	<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>
Director of Admissions and Records	Amanda Raines	<b>X</b>	
Director of Continuing Education	Christina Feldman	<b>X</b>	
Director of Financial Aid	Melissa Elliott		<b>X</b>
Director of Human Resources	Haven David	<b>X</b>	
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	<b>X</b>	
Advancement Specialist - Recruiting	LeAnn Scharbrough	<b>X</b>	
Institutional Support Specialist	Jim Binion	<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>	
Director of Quality Enhancement and SACSCOC Leadership Team	Criquett Lehman	<b>X</b>	

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	<del>Jackie Polk</del> /Jessica Jennings	X	
Student Government Representative	Shealeigh Jones/	X	
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore	X	
Administrative Assistant/Human Resources – Physical Plant	Toni Bell	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 and SACSCOC Leadership Team	Dr. Dusty Johnston	X	

- Approval of February 26, 2016 minutes (Exhibit A, Action Item) –Motion to approve by Shana Drury, second by Greg Fowler, motion passed.
- Student Learning Measures Update: Dr. Bradley Beauchamp
  - Completed Projects:
    - Collection of data for Aspen Prize
    - Analysis of ESCR data from Fall 15
    - Submitted sampling plan for inclusion in the Multi-State Collaborative (MSC) assessment Demonstration Year

- Current Projects:

- Presentation of ESCR data from Fall 15 to Subcommittee of Academic Council at upcoming meeting
- Meetings with core curriculum faculty to select/edit LEAP rubrics for assessment of Communication Spring 16 and Social Responsibility Summer 2016
- Email asking for volunteers to serve on the assessment team for Spring 16 will go out Monday 4/4.

Dr. Harkey added that we just joined a multi-state collaborative and will submit artifacts for grading to use for comparison.

▪ Director of Institutional Effectiveness Update:

- Student Success by the Numbers Committee next meeting April 22, 2016.
- In process of updating KPIAs with newly released THECB Accountability Information.
- Aspen Prize Round Two – not submitted due to missing or incomplete data.

▪ SACSCOC:

- Compliance Certification (10 year report) Process Discussion (Exhibit B)
  - ✓ Almost all subject matter experts and most primary writers have been identified on the matrix and timeline document. A few more committee members may be added to some of the criteria.
  - ✓ Primary responsibilities at this point include continuous review of policies and procedures to ensure all are correct and being followed.
  - ✓ The shared drive will be ready for narrative drafts and exhibits/evidence by May 1. Included in the shared drive:
    1. Folder for each criteria
    2. Checklist for each criteria as gleaned from the SACSCOC Resource Manual
    3. Narrative template
  - ✓ Familiarize yourself with the resources listed at the end of the Countdown to Completion document (responsibility matrix and deadlines).
  - ✓ Compliance Assist update underway and information will be archived for final 5<sup>th</sup> year report soon.
  - ✓ Watch your email for more updates.
- QEP Update ( Exhibit C) – Criquett Lehman
- Review 1.1 thru 2.12 SACSCOC Criteria Worksheet and notes (Exhibit D) – Dr. Dusty Johnston

Dr. Johnston reviewed the process he participated in for the offsite review in May 2016. He encouraged all committee members to access the information available on the SACSCOC website.

- Title III Update:

- Unit 4 Education Solutions, Inc. ERP/SIS and Microsoft Dynamics GP at an estimated five year cost of \$1,489,100 paid with an estimate of \$1,221,000 of Title III grant funds and an estimate of \$268,100 Vernon College funds approved by the Board of Trustees on March 9, 2016.
- Title III Project Director transition from Betsy Harkey to Dean Jim Nordone approved by Nalini Lamba-Nieves, Department of Education Program Manager, and effective April 1, 2016.
- Interim Performance Report form should be available to Dean Nordone on April 1 and anticipate due on April 30. He will also be working with Dr. Luzelma Canales, External Evaluator, to ensure her interim report is completed.

- Planning Calendar

- March - Board of Trustees
  - Review annual data related to Key Performance Indicators of Accountability (KPIAs) and Institutional Benchmarks postponed due to needed information from THECB Accountability Report.
  - Reviewed and approved room and board rates for upcoming school year, March 9, 2016.
  - Reviewed and approved tuition and fee rates for upcoming school year, March 9, 2016.
  - Reviewed and approved reappointment of faculty, March 9, 2016.
  - Reviewed and approved reappointment and extension of administrative staff and classified staff, March 9, 2016.
- College Effectiveness Committee, Component Leadership and Director of Institutional Effectiveness
  - Approved 16-17 committee reports and Institutional Effectiveness Plans due to Component Leadership for review, evaluation and to finalize into Master Plans. Committee reports available to Component Leadership via Blackboard. IE Plans for 16-17 process postponed.
  - Begin 2016-2017 budget development process including input from faculty and staff. Process started in March.
- April reminders – Board of Trustees
  - Review and approve appointment of nominating committee for Board Officers (even numbered years);
  - Discuss potential topics for annual Board retreat in July.

➤ Review and discuss first draft of 16-17 Budget;

- Working Timeline for 2015-2016 Annual Action Plan - March, April and May will be on May agenda
- Meeting schedule: April 29 electronic, May TBD
- Dr. Johnston remarked that this type of meeting is the exact opposite of institutions who let things “fall through the cracks” or “fly by the seat of their pants”. He complimented the committee for efforts to ensure ongoing communication.
- Adjournment – The meeting was adjourned at 8:48 a.m.