

College Effectiveness Committee

Draft Minutes

September 25, 2015

Vernon 204 and CCC 712

- Welcome
- Review of committee membership (39):

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/Athletic Director	John Hardin III		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	

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 Forum Representative	Jackie Polk /		X
Student Government Representative	Sjohonton Fanner/	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	Waiting on election		
Employees Forum Representative	Rosa Alaniz	X	
President and SACSCOC Leadership Team	Dr. Dusty Johnston	X	

- Review of College Effectiveness Committee Purpose and Responsibilities will be at meeting on October 23, 2015 after Governance thru Committee documents have been finalized.
- Review July and August online voting participation (Exhibits A and B)
- Student Learning Measures Update: Dr. Gary Don Harkey and Dr. Brad Beauchamp shared that one complete round of assessment of core objectives, led by faculty, was completed. In the future, Dr. Harkey and Dr. Beauchamp provide updates for the College Effectiveness as an Exhibit.
- Director of Institutional Effectiveness Update:
 - Student Success by the Numbers Committee – met on September 11, 2015. Primary agenda items included:
 1. Assessment and Report Calendar and General Glossary for 2015-2016 approved on August 19, 2015. The October 9, 2015 SSBTN Committee meeting will begin the review of communication forms and ongoing review of the Calendar and Glossary. Both documents as well as the communication forms will be utilized as part of the SACSCOC Compliance Certification Report.

2. Review of Key Performance Indicators of Accountability and related Benchmarks and data sources
<http://www.vernoncollege.edu/KPI-Home>.

Most recent updates:

- Budget Revenue and Expenditure
- Percent of 12 County Service Area High School Graduates who go to College
- Continuing Education – Funded Contact Hours and Contract Training Courses
- Course Completion Success
- Graduation and Persistence Rate
- Non Transfer Completers and Transfer
- Licensure/Certification Rates
- Placement and Completion
- Community College Survey of Student Engagement (CCSSE)

Next to be updated:

- Financial Aid – The scholarship information has been completed. Financial Aid specific will be available following the audit.

Next KPIA updates will be late Fall after the IPEDS Data Feedback Report is received.

- Student Success by the Numbers Initiative at a Glance updates due to Betsy by October 30, 2015 (Exhibit C)

▪ SACSCOC:

- SACSCOC Fifth-Year Interim Monitoring Report – Monitoring report mailed and received by SACSCOC before September 7, 2015 deadline. The report will be studied just prior to the December 2015 Annual Meeting by the SACSCOC Compliance and Report Committee. We should receive a notification letter of the results in January.
- Compliance Certification (10 year report) – Review of timeline, responsibilities and resources. Contact Betsy by October 12 with the name of the primary writer for each criteria. Dr. Johnston will begin reviewing his offsite review notes at the next CE Committee meeting on October 23, 2015 (Exhibit D)

▪ Planning Calendar for August and September

- 2015-2016 Planning Calendar approved on August 25, 2015. Content was added to this calendar such as SSBTN Committee duties and additional Board of Trustees responsibilities. (Exhibit E)

- August and September – Evaluation of 14-15 Annual Action Plan (due October 2, 2015) and Institutional Effectiveness Plans (due October 16, 2015)
- Annual 14-15 Committee Reports should be posted on website
- Board of Trustees meeting on August 19, 2015 – approved 2015-2016 operating budget; tax rate; investment policies, procedures and strategies; Wilbarger County Appraisal District’s 2016 Budget; Sexual Assault Policy and Procedure for inclusion in the Employee and Student Handbook; and 2015-2016 Workforce Program Student Handbooks for Fire/EMS and Associate Degree Nursing.
- September - began implementation of 15-16 Annual Action Plan; process for 15-16 Institutional Effectiveness Plans will be enhanced
- Begin drafting the written Quality Enhancement Plan – Criquett Lehman reported that the QEP Development Task Force met on September 11 and is comprised of 17 volunteers including nine (9) faculty. The task force has begun reviewing QEP’s conducted by other institutions focused on reading to gain ideas and identify options for the Vernon College QEP.
- Review Substantive Change Policy – included as Appendix V in Employee Handbook pp. 138-139
<http://www.vernoncollege.edu/Resources/Human%20Resources/2015-16%20Employee%20Handbook.pdf> –

Committee members reviewed the Vernon College Substantive Change Policy along with definitions located on the SACSCOC website. The process and timelines for reporting a substantive change were discussed.

- Strategic Plan Components: Philosophy, Vision, Values and Mission - Review 2015-2019 documents to enhance as needed and approve for 2016-2020 (Exhibits F, Action Item) – Motion to approve by Rosa Alaniz, second by Haven David, the motion passed.
- Strategic Plan Component: Long Term Objectives - Review 2015-2019 documents to enhance as needed and approve for 2016-2020 (Exhibits G, Action Item) – Motion to approve by Deana Lehman, second by Marian Grona, the motion passed.
- Working Timeline for 2015-2016 Annual Action Plan progress of activities review will begin at October 23, 2015 meeting
- Dr. Johnston’s comments to committee members including a reminder that membership has expanded to 39 employees and students who are charged with the responsibility of providing direct input into the College and direct leadership to SACSCOC.
- Meeting schedule: October 23, November 20 and December 18 (electronic)
- Adjournment – the meeting was adjourned at 10:53 a.m.