

College Effectiveness Committee

Agenda

April 28, 2017

9:00 a.m.

Vernon 204 and CCC 712

- Welcome

Review of committee membership.

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 and Technology, Industrial Automation Instructor	Mark Holcomb		
Division Chair- Math and Science, Math Instructor	Paula Whitman		
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		
Recruiting Coordinator	Rachel White		
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 Student Success Pathway	Criquett Lehman		
Early College Start Coordinator	Melissa Moore		
Marketing and Community Relations, Coordinator	Holly Scheller		
Instructional Design and Technology Coordinator, Faculty	Roxie Hill		
Student Information Software Coordinator	Ivy Harris		

Counselor	Clara Garza		
Director of Quality Enhancement, Speech Instructor, and SACSCOC Leadership Team	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 and Student Government Representative (Director of Student Activities and two student representatives)	Director and two students		
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore		
Administrative Assistant/Human Resources – Physical Plant, Employees Forum Representative	Toni Jones		
Administrative Assistant/Instructional Services	Linda Haney		
Administrative Secretary to the President	Mary King		
Employees Forum Representative	Rosa Alaniz		
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston		

- Approval of March 31, 2017 minutes (Exhibit A, Action Item)
- Director of Institutional Effectiveness Update:
 - Student Success Data Committee met on February 17, 2017. The April meeting will be conducted electronically in early May. Key Performance Indicators of Accountability are in process of updates with IPEDS data but the wait continues for the THECB Accountability Data.
 - Website updates including Assessment and Report Calendar information will be primary targets over the next couple of months.
- Title III Updates
 - Student Success Pathway, Criquett Lehman (Exhibit B)
 - ERP/SIS, Ivy Harris (Exhibit C)

- SACSCOC:

- QEP, Dr. Donnie Kirk (Exhibits D and E)
 - Update
 - Logic Model

- The Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates will be on the May Board of Trustees agenda as part of a SACSCOC update.

- Compliance Certification Report Narrative Reminders –

- Review the introduction paragraphs in each section of *The Principles of Accreditation: Foundation for Quality Enhancement* (2012 Edition). Important information is included such as:

- “Implicit in every Core Requirement mandating a policy or procedure is the expectation that the policy or procedure is in writing and has been approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.” (p. 17)

Note that “approved through appropriate institutional processes” generally includes the Board of Trustees.

If have not had to use a policy it must be noted.

- Survey results, such as satisfaction (from appropriate constituents), along with evidence of use of results for improvement are expected evidence/artifacts. A few examples of the surveyed information includes: Distance Education Infrastructure, Facilities, Student Support Services, Learning Resources and Services, Graduate, and unit/department specific.

- Volunteers are needed to serve on the On-Site Host Committee. Please contact Betsy to volunteer.

- Planning Calendar April through May (Exhibit F)

- All tasks completed or scheduled for completion except for KPIAs and related Benchmarks which have been postponed.

- Working Timeline Review (Exhibit G) – Review for incomplete data and send status to Betsy. As a reminder, this process provides evidence of ongoing oversight of the planning process by the College Effectiveness Committee.

- Institutional Effectiveness Plans – Betsy will resend templates for the 2017-2018 Institutional Effectiveness Plans as needed. Completed plans for 2017-2018 will be due to Betsy by July 13th. Plans will be presented to the College Effectiveness Committee the last week of July and the Board of Trustees in August for review and approval.

- Next meeting schedule – During May and June, Betsy will meet with Compliance Certification Report writing teams to provide assistance as needed and discuss narratives/artifacts. Primary writers are asked to contact Betsy to schedule meetings.
- Adjournment