

## College Effectiveness Committee

Draft Minutes

March 31, 2017

9:00 a.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order by Betsy Harkey, Chair at 9:00 a.m.

Review of committee membership. Please check your titles to ensure they are correct.

<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	Paula Whitman	<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>	
Recruiting Coordinator	Rachel White	<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 Student Success Pathway	Criquett Lehman	<b>X</b>	
Early College Start Coordinator	Melissa Moore	<b>X</b>	
Marketing and Community Relations, Coordinator	Holly Scheller	<b>X</b>	
Instructional Design and Technology Coordinator, Faculty	Roxie Hill		<b>X</b>

Student Information Software Coordinator	Ivy Harris	X	
Counselor	Clara Garza	X	
Director of Quality Enhancement, Speech Instructor, and SACSCOC Leadership Team	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 and Student Government Representative (Director of Student Activities and two student representatives)	Shealeigh Jones/2 students		X
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore	X	
Administrative Assistant/Human Resources – Physical Plant, Employees Forum Representative	Toni Jones		X
Administrative Assistant/Instructional Services	Linda Haney	X	
Administrative Secretary to the President	Mary King		X
Employees Forum Representative	Rosa Alaniz	X	
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston	X	

- Approval of January 20, 2017 minutes (Exhibit A, Action Item) – Betsy shared with the committee that she needs to add the correct name for the student representative. Garry David made the motion to approve, second by Criquet Lehman, the motion passed.
- College Effectiveness Committee utilized their meeting time during the month of February to review and edit 2017-2018 Annual Action Plans and the 2017-2021 Strategic Plan.
- Student Learning Measures Update: Scheduled updates by Dr. Bradley Beauchamp and Dr. Gary Don Harkey will be following assessment and analyses at the end of each semester and summer 11 week term. Additional updates will be included on agendas as needed. Dr. Beauchamp confirmed that tentative months for the updates will be June, January and September.
- Director of Institutional Effectiveness Update:
  - Student Success Data Committee met on February 17, 2017. The March meeting is postponed until Key Performance Indicators of Accountability and related Benchmark data is available from the THECB Accountability Report and IPEDs.

- QEP and Title III updates will be scheduled on the agenda a couple of times a semester and as needed. Updates provided during the February Student Success Data Committee meeting:
  - Quality Enhancement Plan, Dr. Donnie Kirk (Exhibit B)
  - Title III Student Success Pathway, Criquett Lehman (Exhibit C)
  - Title III ERP/SIS, Ivy Harris (Exhibit D)
  
- SACSCOC:
  - Updates to the Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates (Exhibit E)
    - Now is the time to diligently review and update as needed policies, processes and procedures. Committee members need to inform the responsible parties regarding to pending policy, process and procedure updates/clarification e.g. Haven David, Employee Handbook; Holly Scheller, Catalog; Jim Nordone, Student Handbook
    - Reminder to follow SACSCOC Compliance Certification shared drive instructions. A copy of the document is in the shared drive.
    - Continue to contact Betsy with shared drive problems.
  
- Planning Calendar February and March (Exhibit F)
  - All tasks completed or schedule for completion except for KPIAs and related Benchmarks which have been postponed.
  - Review and approve 2017-2021 Strategic Plan (Exhibit G, Action Item) –Shana Drury made the motion to approve, Jason Scheller seconded, the motion passed.
  - Review and approval of 2017-2018 committee reports and plans:
    - Facilities (Exhibits H and I, Action Item) – Garry David reviewed the Facilities Plan. Discussion included an update from Dr. Johnston who shared that Garry David is working with the Extension Service to develop a tree replenishment plan for the Vernon Campus. Deana Lehman made the motion to approve the Facilities Plan, Rachel White seconded the motion, the motion passed.
    - Institutional Improvement (Exhibit J, Action Item) – Betsy Harkey reminded the committee that the Institutional Improvement Plan was emailed to the College Effectiveness Committee prior to the meeting to allow time for review and questions. Paula Whitman made the motion to approve the Institutional Improvement Plan, Jason Scheller seconded, the motion passed.
    - Personnel (Exhibits K and L, Action Item) – Dr. Johnston reviewed the Personnel Committee recommendations. He shared that the main focus of the recommendations was to address positions that would require additional budget dollars,

not just the rearranging of positions. Joe Hite made the motion to approve the Personnel Plan, Christie Lehman seconded, the motion passed.

Technology (Exhibit M and N, Action Item) – Criquett Lehman reviewed the Technology Committee recommendations. Ivy Harris, Zac Detwiler and Criquett Lehman met prior to the Technology Committee meeting for first review. Paula Whitman made the motion to approve with corrections/edits as noted by the committee, Jason Scheller seconded, the motion passed.

Dr. Johnston shared how pleased he is with all Vernon College is doing in the planning process and commended everyone.

- Next meeting schedule April 28, 2017
- Adjournment - The meeting adjourned at 9:40 a.m.