

## College Effectiveness Committee

Agenda

January 20, 2017

9:00 a.m.

Vernon 204 and CCC 712

- Welcome
  - Review of committee membership and welcome to Holly Scheller (42 members, including two students, or 16% of approximately 250 employees):

<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		
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 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 Quality Enhancement and SACSCOC Leadership Team	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		
Faculty, Speech Instructor	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)	Shealeigh Jones/2 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 October 28, 2016 minutes (Exhibit A, Action Item)
- College Effectiveness Committee utilized meeting times during the months of November and December to improve 2015-2016 Institutional Effectiveness Plans Final Summary, begin drafting the 2017-2018 Annual Action Plans and to work on the SACSCOC draft narratives.
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don Harkey
  - Completed:
    - Presentation of end-of-year assessment data at faculty development
    - Initial analysis of data needs for QEP
  - Ongoing:
    - Aiding instructors in designing/editing assignments are rubrics for assessment of Empirical/Quantitative this spring.
    - Compilation of data/evidence for QEP
    - Writing the end-of-year report for core assessment

- Director of Institutional Effectiveness Update:
  - Student Success by the Numbers Committee Spring meeting dates: January 27, February 17, March 24, and April 21.
  - Acronym project winners: Deana Lehman and Donna Egoavil. Our work study is in the process of combining all the entries into one document with the goal of sharing with the Board of Trustees in February.
  - History of Vernon College Focus on Student Success updated November 28, 2016 and shared with the Board of Trustees on December 14 2016. (Exhibit B)
  
- SACSCOC:
  - Updates to the Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates (Exhibit C) – Remember that the writing teams should be serving as primary reviewers/editors for the drafts. Please send Betsy updates/changes to the writing teams. All completed drafts were scheduled to be posted to the shared drive by the end of October. Betsy will be sending an updated matrix in the next couple of weeks to provide you the opportunity to schedule your “final” narrative date. Please note that final narratives at this point will not necessarily include all of the artifacts. The artifacts they can include will be from AY 2014, 2015 and 2016.
    - 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.
  - November project was for writing teams to send Betsy a list of possible needs and issues identified by the writing teams when drafting the responses e.g. policy changes and/or needs to follow policy, missing evidence/artifacts. As of January 17, 2017, no needs/issues were received.
  - Class of 2019 Orientation was completed by those participating in the SACSCOC Annual Meeting at Atlanta in December 2016. Direct orientation included Dr. Dusty Johnston, Dr. Gary Don Harkey, Garry David, Criquett Lehman and Betsy Harkey. Bettye Hutchins and Jim Nordone also participated in the SACSCOC Annual Meeting and designated workshops.
  - Important Dates:
    - Advisory visit by Dr. John Hardt, January 24, 2018
    - On-Site Reaffirmation Committee Review, October 23-25, 2018 (some members could arrive early for off-site visits). Contact Betsy if interested in serving as a member of the Host Committee. We are going to need a lot of help!
  - Reminder - Dr. Gary Don Harkey participated in an On-Site Reaffirmation Committee visit in October 2016. Betsy Harkey participated in an invitation only Institutional Effectiveness peer evaluator training in December 2016. She has also agreed to serve as a member of the Spring 2017 Off-Site Reaffirmation Committee. Dr. Dusty Johnston served as a member of the Spring 2016 Off-Site Reaffirmation

Committee and will serve on an on-site committee in Fall 2017. If you are interested adding your name to the SACSCOC reviewer registry, contact Betsy.

- SACSCOC Staff-Faculty Development Presentation (Exhibit D) – On Monday, January 9, 2017 the first SACSCOC presentation was conducted by Betsy Harkey for the target audiences of new employees and those who wanted a refresher. It will be important to provide routine presentations until our on-site visit. Ideas of the most effective/efficient way to accomplish this task are requested.
- QEP Update – Criquett Lehman (Exhibit E)
- Title III Update – Jim Nordone and Ivy Harris (Exhibits F and G)
- Planning Calendar - November thru January

#### Board of Trustees

- Reviewed and approved the 2017-2021 Strategic Plan Components 2017-2021 Primary Goals and 2017-2018 Priority Initiatives. Reviewed and approved the Spring 2017 Continuing Education Schedule. Also reviewed the 2015-2016 Annual Action Plan Final Summaries during their meeting on November 16, 2016.
- Reviewed and approved the 2015-2016 Audit. Reviewed the 2015-2016 Institutional Effectiveness Plans Final Summary during their meeting on December 14, 2016.
- Student Success Data Facts continue to be presented to the Board of Trustees each month.
- IT Management Report scheduled for review at January 18, 2017 Board meeting.

College Effectiveness Committee reviewed and approved via email in November 2016.

- 2015-2016 Institutional Effectiveness Plan Final Summaries
- 2015-2016 Annual Action Plan Final Summaries
- 2017-2021 Strategic Plan components including Primary Goals 2017-2021 and Priority Initiatives 2017-2018.

Working Timeline Review – Reminder that the purpose of this process is to ensure ongoing oversight as well as a reminder of our plans. (Exhibit H)

Annual Action Plans for 2017-2018 began development in November 2016. The plans are due in shared drive by February 1, 2017. The plans will be merged then divided for Facilities, Institutional Improvement, Personnel and Technology Committees by February 13, 2017. Committee reports due back to Betsy by February 23, 2017 to post for College Effectiveness Committee Review by February 24, 2017.

Midyear 2016-2017 Committee Reports should be posted on the website during the month of January. (Exhibit I)

Committee Chair/Co-Chair:

Academic Council – Dr. Gary Don Harkey  
Discipline Evaluation Subcommittee – Greg Fowler  
Program Evaluation Subcommittee – Mark Holcomb  
Core Objective Assessment Subcommittee – Dr. Brad Beauchamp  
ADA – Deana Lehman  
Admissions – Joe Hite  
Gender Equity – Shana Drury  
Athletics – Julie Myers-Kuhn  
Calendar – Dr. Gary Don Harkey and Joe Hite  
Catastrophic Leave – Haven David  
College Effectiveness – Betsy Harkey  
Community Interaction – Vicki Bradley and Christie Lehman  
Distance Education – Roxie Hill  
Employee Grievance – Greg Fowler  
Employee Handbook – Haven David  
Employee Salary and Benefits – Haven David  
Facilities Planning – Garry David  
Honors Convocation – Jim Nordone  
Housing and Food Service – Jim Nordone  
Integrated Marketing/Recruiting – Michelle Alexander and Amanda Raines  
Learning Resources – Marian Grona  
Professional Development – Roxie Hill and Bettye Hutchins  
Quality Enhancement Plan – Criquett Lehman  
Security, Safety and Health – Garry David  
Social/Special Events - Debbie Richard and Mary King  
Student Appeals – Paula Whitman and Donnie Kirk  
Student Fee Advisory – Jim Nordone  
Student Scholarship/Financial Aid – Michelle Alexander  
Student Success Data – Betsy Harkey  
Technology - Criquett Lehman

Are there committees/subcommittees that need to be added as Standing Committees to this list?

Reminder that Task Forces also post recommendations on the website. Contact Betsy with questions.

- Meeting schedule: February 24, March 31 and April 28, 2017
- Adjournment