

College Effectiveness Committee

Draft Minutes

October 28, 2016

8:00 a.m.

Vernon 204 and CCC 712

- Welcome
 - Review of committee membership (41 members, including two students, or 16% of approximately 250 employees):
Rachel White was welcomed as a new committee member. She was also congratulated on a successful Vernon Campus Preview Day.

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	Jim Nordone		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	Paula Whitman	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
Recruiting Coordinator	Rachel White	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	
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 and Student Government Representative (Director of Student Activities and two student representatives)	Tyler Aylor, Student	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 September 30, 2016 minutes (Exhibit A, Action Item) – Motion to approve by Jason Scheller, second by Criquett Lehman, motion passed.
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don Harkey – Dr. Beauchamp presented the Student Learning Measures Update.

-Completed

Analysis of data from assessment of Social Responsibility summer 2016

Compilation of data for Annual Plan

Compilation of data for Jeff Feix and Surgical Tech program concerning core courses

-In Progress:

Edits and improvements of ESCR to improve ease of use

Compilation of assessment report for 2015-2016 academic year

Meetings with faculty to edit/modify rubrics for assessment of Teamwork Fall 2016

- Director of Institutional Effectiveness Update:
 - Student Success by the Numbers Committee met on October 21, 2016. The agenda included review of the components of Institutional Effectiveness Plans, primarily the assessments listed, and ensuring that all assessments/reports are included in the Assessment/Report Calendar and General Glossary.
- SACSCOC:
 - Updates to the Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates (Exhibit B) – 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 should be posted to the shared drive by the end of October.
 - 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 is to 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.
 - Class of 2019 Orientation communication from SACSCOC - The Institutional Summary Form was emailed prior to the September 1, 2016 due date. Betsy completed the Pre- Orientation Survey.
 - Thoughts from Dr. Gary Don Harkey who served as a member of a Compliance Certification On-Site Committee in October 2016.
 - Reminder - Betsy Harkey has been invited to participate in an IE 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 2017.
 - QEP Update – Criquett Lehman (Exhibit C)
- Title III Update – Jim Nordone and Ivy Harris (Exhibits D and E)

- Planning Calendar - October

Board of Trustees reviewed and approved 2017-2021 Strategic Plan Components Philosophy, Vision, Values and Mission as well as the Long Term Objectives during their meeting on October 19, 2016. One suggestion was made by the Board regarding the Values. The suggestion was to consider “strive to be” instead of “who we are” when the Values are next reviewed.

College Effectiveness Committee – Due to committee member absences, and the need for additional edits for the Institutional Effectiveness Plan 2015-2016, and it was decided to vote to approve or reject via email and tracking.

For purposes of Institutional Effectiveness, Betsy reviewed the expectations of SACSCOC CS 3.3.1 and CR 2.5.

- Review and approve 2015-2016 Institutional Effectiveness Plan Final Summaries (Exhibit F, Action Item) – Email sent on November 17, 2016 and received 98% response with 100% approval by Committee members.
- Review and approve 2015-2016 Annual Action Plan Final Summaries (Exhibit G, Action Item) – Email sent on November 3, 2016 and received 98% response with 100% approval by Committee members.
- Review and approve 2017-2021 Strategic Plan components including Primary Goals 2017-2021 and Priority Initiatives 2017-2018. (Exhibits H and I, Action Items) –
 - Primary Goals: Email sent on October 28, 2016 and received 100% response and approval by Committee members.
 - Priority Initiatives: Email sent on October 28, 2016 and received 100% response and approval by Committee members.
- Reminder that working timeline review will be quarterly, beginning with November meeting.

- Meeting schedule: November, TBD and December will be designated time for each component to work on 2017-2018 Annual Action Plans.

- Adjournment – The meeting adjourned at 8:45 a.m.