

College Effectiveness Committee

Agenda

July 27, 2017

2:00 p.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 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/Director of Institutional Effectiveness	Anna Martin		
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 April 28, 2017 minutes (Exhibit A, Action Item)
- Director of Institutional Effectiveness Update:
 - Student Success Data Committee next meeting will be in September.
 - Key Performance Indicators of Accountability are in process of updates with IPEDS data. Hopefully the THECB Accountability Data is correct and ready to be used for additional updates.
 - Assessment/Report Calendar and Glossary is undergoing an audit. Work is needed to ensure our process is being followed.
 - Governance thru Committee – Committee web pages are undergoing an audit. Committee chairs should ensure that Mid-Year and Annual Reports are posted on the website along with agendas, minutes and exhibits. Be sure to check all links.
 - Website updates including Committee documents, Assessment/Report Calendar information, and KPIAs will be primary targets over the next couple of months.
 - Vernon College Effectiveness Questionnaire contributions are due to Betsy by August 7th. The questionnaire will be administered via website and social media from mid-August to mid-September. Data will be available by third week in September to help with 2016-2017 Annual Plan and Institutional Effectiveness Plan Final Summaries and 2018-2019 planning documents.

- SACSCOC:

- The *Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates* is in process up being updated.
- 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)
 - 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.
- Betsy has only met with a few primary writers do discuss narratives/artifacts. Primary writers are asked to contact Betsy to schedule meetings.
- SACSCOC review and assignment: CS 3.3.1., The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas:
 - 3.3.1.1 educational programs, to include student learning outcomes (primary writer, TBD)
 - 3.3.1.2 administrative support services (primary writer, Garry David)
 - 3.3.1.3 academic and student support services (primary writer, Kristen Harris)
 - 3.3.1.4 research – NA
 - 3.3.1.5community/public service within its mission (primary writer, Shana Drury)

Assignment – Each unit of the College completing Institutional Effectiveness Plans must provide a short paragraph/narrative to the appropriate primary writer describing a unit’s selected outcome/s, assessment results, and evidence of improvement based on analysis as documented in their IEPs. This information will be used as part of the narrative for CS 3.3.1. Primary writers will send due dates.
- SACSCOC Evaluators Registry List: Greg Fowler, Dr. Dusty Johnston, Joe Johnston and Betsy Harkey. If interested, call Betsy.
- SACSCOC share drive L: - All College Effectiveness Committee members should have access.

- Planning Calendar through August

- College Effectiveness Committee

- Review and approve 2017-2018 Institutional Effectiveness Plans (Exhibit B, Action Item)

- Review and approve 2017-2018 Planning Calendar (Exhibit C, Action Item)

- SACSCOC review: CR 2.5, The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission.

- Board of Trustees, August

- Review and approve 2017-2018 Institutional Effectiveness Plans

- Review 2017-2018 Planning Calendar

- Begin final summaries for 2016-2017 Annual Action Plans and Institutional Effectiveness Plans in August and due at end of September.

- Assessment/Report Calendar and Glossary review and approval postponed until September by the Student Success Data Committee.

- Fall meeting schedule – September 29, October 20, November 17

- September updates to be included on the agenda are QEP, Student Learning Measures, and Title III. The Working Timeline for 2017-2018 will also be on the agenda for review.

- Adjournment