

College Effectiveness Committee

Draft Minutes

April 28, 2017

9:00 a.m.

Vernon 204 and CCC 712

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

Review of committee membership.

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 and 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 Student Success Pathway	Criquett Lehman	X	
Early College Start Coordinator	Melissa Moore	X	
Marketing and Community Relations, Coordinator	Holly Scheller	X	
Instructional Design and Technology Coordinator, Faculty	Roxie Hill	X	
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)	Director and two 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	

Guest – Scott Hamilton

- Approval of March 31, 2017 minutes (Exhibit A, Action Item) – Motion to approve by Jim Binion, second by Ivy Harris, the motion passed.
- 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.
 - THECB Licensure Report data in process of being gathered. The report is due in May.
 - Data requests continue. Most requests are for help needed to sort information from POISE.
- 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.
- Betsy reminded committee members about the SACSCOC training modules on their website. She also reminded the committee about FR 4.6 and the need to ensure that Recruiting is conducted by “trained” people in order to ensure that a consistent message is shared.

- 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 - The meeting was adjourned at 9:45 a.m.