

College Effectiveness Committee

Draft Minutes

January 20, 2017

9:00 a.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order at 9:05 a.m. by Betsy Harkey, Chair.
-Review of committee membership and welcome to Holly Scheller (42 members, including two students, or 16% of approximately 250 employees):

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		
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	
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	
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)	Shealeigh Jones and Tyler (student)	X 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 October 28, 2016 minutes (Exhibit A, Action Item) – Motion to approve by Garry David, second by Deana Lehman, motion passed.
- 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 - Dr. Beauchamp presented the update.
 - 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 Data 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 - The meeting was adjourned at 9:45 a.m.