

## College Effectiveness Committee

Draft Minutes

September 30, 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):

<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	<b>X</b>	
Dean of Administrative Services	Garry David	<b>X</b>	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	<b>X</b>	
Dean of Instructional Services and SACSCOC Leadership Team	Dr. Gary Don Harkey		<b>X</b>
Dean of Student Services	Jim Nordone	<b>X</b>	
Associate Dean of Instructional Services	Shana Drury	<b>X</b>	
Associate Dean of Student Services	Kristin Harris	<b>X</b>	
Division Chair - Communications, English Instructor	Joe Johnston	<b>X</b>	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	<b>X</b>	
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb	<b>X</b>	
Division Chair- Math and Science, Math Instructor	Paula Whitman	<b>X</b>	
Director of Admissions and Records	Amanda Raines	<b>X</b>	
Director of Continuing Education	Christina Feldman	<b>X</b>	
Director of Financial Aid	Melissa Elliott	<b>X</b>	
Director of Human Resources	Haven David	<b>X</b>	
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	<b>X</b>	
Recruiting Coordinator	Rachel White		<b>X</b>
Institutional Support Specialist	Jim Binion	<b>X</b>	
Director of Library Services	Marian Grona	<b>X</b>	
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman	<b>X</b>	
Director of Quality Enhancement and SACSCOC Leadership Team	Criquett Lehman	<b>X</b>	

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)	Shealeigh Jones/2 students	X - Shealeigh	
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 July 26, 2016 minutes (Exhibit A, Action Item) – Motion to approve by Jason Scheller, second by Greg Fowler, motion passed.
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don Harkey - The update was reviewed by the committee in the absence of Drs. Beauchamp and Harkey.
  - Completed:

Social responsibility assessments were collected and analyzed for Summer 2016.

The assessment team analyzed just over 60 assessments.

The assessment team members were: Linda Kalski, Mary Rivard, Annette Bever, Jason Scheller, Scott Hamilton, and Christina Hoffmaster.

Final analysis of ESCR data from Fall 15 and Spring 16 was submitted.

- Ongoing:  
Meetings with departments/faculty to finalize assessments and rubrics for assessment of Teamwork Fall 16.  
Editing of ESCR to improve presentation/flow for Fall 16.
- Director of Institutional Effectiveness Update:
  - Student Success by the Numbers Committee met on September 23, 2016. Agenda action items included review and approval of the Assessment/Report Calendar and General Glossary for 2016-2017. (Exhibits B and C). A suggestion was made to add information about Early Alert to the Glossary.
  - Vernon College Effectiveness Questionnaire Review (Exhibit D)
- SACSCOC:
  - Updates to the Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates (Exhibit E) – 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.
      - Bettye Hutchins shared that writing groups could also utilize One Drive if needed.
  - 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.
  - Dr. Gary Don Harkey will serve as a member of a Compliance Certification On-Site Committee in October 2016. 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 F)
- Title III Update – Jim Nordone and Ivy Harris (Exhibits G and H) – Kristin Harris shared the Student Success Pathway update for the team.
  - Title III Markers Project (Exhibit I)
- Planning Calendar - September

- Review and approve 2016-2020 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives for 2017-2021. (Exhibits J and K, Action Items) – It was noted that 60x30TX was referenced in the Long Term Objectives. A needed document change was also noted to remove the word “campuses” and insert campus and learning centers. Motion by Deana Lehman to approve the Philosophy, Vision, Values and Mission, second by Jason Scheller, motion passed. Motion to approve the Long Term Objectives with noted changes by Shana Drury, second by Haven David, the motion passed.  
Resource, *Texas Higher Education Coordination Board Strategic Plan 2015-2030, 60x30TX* (Exhibit L)
  - Begin implementation of 2016-2017 Annual Action and Institutional Effectiveness Plans.
  - Begin drafting the written Quality Enhancement Plan.
  - Reminder that evaluation of 2015-2016 Annual Action Plans and Institutional Effectiveness Plans – due September 30<sup>th</sup>.
    - ✓ Institutional Effectiveness Audit Form adapted from audit forms shared by SACSCOC reviewers for Comprehensive Standard 3.3.1 – Institutional Effectiveness.
    - ✓ [SACSCOC Resource Manual \(pp. 48-53\)](#)
    - ✓ Excerpts citing noncompliance from the [SACSCOC Handbook for Institutions Seeking Reaffirmation \(pp. 83-84\)](#).
    - ✓ [Top 10 Most Frequently Cited Principles in Reaffirmation Reviews: 2015 Reaffirmation Class Institutions](#)
    - ✓ 2014-2015 IE and Annual Action Plan Final Summaries are available on the shared drive for review.
  - Reminder that working timeline review will be quarterly.
  - Review Substantive Change Policy, [Employee Handbook](#) Appendix V pp. 140-141  
(<http://www.vernoncollege.edu/Resources/Human%20Resources/POLICY%20MANUALS%20AND%20HANDBOOKS/2016-2017%20Employee%20Handbook.pdf>)
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- Meeting schedule: October 28, 2016
  - Adjournment