

College Effectiveness Committee

Agenda

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):

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 Instructional Services and SACSCOC Leadership Team	Dr. Gary Don Harkey		
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 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 Quality Enhancement and SACSCOC Leadership Team	Criquett Lehman		

Early College Start Coordinator	Melissa Moore		
Instructional Design and Technology Coordinator, Faculty	Roxie Hill		
Student Information Software Coordinator	Ivy Harris		
Counselor	Clara Garza		
Faculty, Speech Instructor	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)	Shealeigh Jones/2 students		
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 July 26, 2016 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don 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).
 - 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.
 - 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)
 - 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)
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 30th.
 - ✓ 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