

## College Effectiveness Committee

Draft Minutes

July 26, 2016

2:00 p.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order by Betsy Harkey, chair at 2:04 p.m.
- Review of committee membership (41):

<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	Dr. Karen Gragg	<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>	
Advancement Specialist - Recruiting	LeAnn Scharbrough		<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 Representative	Jackie Polk /	X	
Student Government Representative	Shealeigh Jones/	X	
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore		X
Administrative Assistant/Human Resources – Physical Plant	Toni Jones	X	
Administrative Assistant/Instructional Services	Linda Haney	X	
Administrative Secretary to the President	Mary King		X
Employees Forum Representative			X
Employees Forum Representative	Rosa Alaniz	X	
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston	X	

- Approval of June 26, 2016 minutes (Exhibit A, Action Item) – Committee members were reminded to always double check the attendance recorded on the draft minutes. Garry David made the motion to approve the minutes, Deana Lehman seconded, the motion passed.
- Student Learning Measures Update: Dr. Bradley Beauchamp and Dr. Gary Don Harkey – Betsy reviewed the Student Learning Measures Update for Drs. Beauchamp and Harkey.

Ongoing:

Evaluation of assessment data for Communication Spring 2016

Evaluation of ESCR data from Spring 2016

Collection of artifacts for assessment of Social Responsibility Summer 2016

Formation of team for assessment of Social Responsibility

- Director of Institutional Effectiveness Update:
  - POISE data sorts continue for applied and enrolled, Fall and Fall I 2016. As of July 21, 2016 the numbers are down as compared to 2015. Please encourage staff and faculty to email Betsy with the dates and quick descriptions of events or activities that might cause jumps in applications and enrollments.
  - Continuing to set up committees in Canvas. Suggestions for improvement are welcomed.
  
- SACSCOC:
  - Questions/concerns regarding Compliance Certification Report Responsibility matrix, Deadlines and Due Dates (Exhibit B) – Betsy reminded Committee members that a copy of the document is also available in the share drive. Remember that the writing teams should be serving as primary reviewers/editors for the drafts.
    - 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. An Institutional Summary Form is due September 1, 2016 to SACSCOC causing deadlines to change for some writing teams. The content is due to Betsy by August 15<sup>th</sup>. There is also a Pre- Orientation Survey that will be completed soon by Dr. Johnston and/or Betsy. (Exhibit C)

Draft narratives in shared drive as of 7.21.16:

- ✓ Educational Programs and Governance Control – Institutional Summary
- ✓ History and Characteristics – Institutional Summary
- ✓ Relationship to the Department of Education – Institutional Summary
- ✓ Part 2 – List of Substantive Changes
- ✓ CR 2.11.1 – Financial Resources
- ✓ CR 2.11.2 – Physical Resources
- ✓ CR 2.12 – QEP component 1
- ✓ CS 3.1.1 – Mission
- ✓ CS 3.2.1 – CEO Evaluation/Selection
- ✓ CS 3.2.2.1 – Governing Board Control, the institution’s mission
- ✓ CS 3.2.3 – Board Conflict of Interest
- ✓ CS 3.2.4 – External Influence
- ✓ CS 3.2.5 – Board Dismissal
- ✓ CS 3.2.6 – Board/Administration Distinction

- ✓ CS 3.2.7 – Organizational Structure
- ✓ CS 3.3.2 – QEP component 1
- ✓ CS 3.10.1 – Financial Stability
- ✓ C.S. 3.10.2 - Financial Aid Audits
- ✓ CS 3.10.4 – Control over externally funded...
- ✓ CS 3.11.1 – Control of Physical Resources
- ✓ CS 3.11.3 – Physical Facilities
- ✓ FR 4.1 – Student Achievement
- ✓ FR 4.7 – Title IV Responsibilities
- ✓ Commission Policy 3.12.1 – Substantive Change
- ✓ Commission Policy 3.13.4 – Reaffirmation of Accreditation and Subsequent Reports – nothing to report at this time
- ✓ Commission Policy 3.14.1 – Publication of Accreditation Status

- QEP Update – Criquett Lehman (Exhibit D)

- Title III Update – Jim Nordone and Ivy Harris (Exhibits E and F) In addition to the exhibit review. Dean Nordone shared that Vernon College received notification that the Title III grant has been renewed for year two (2).
- Planning Calendar
  - Board of Trustees: August – Review 2015-2016 Planning Calendar for scheduled activities/actions in July. (Exhibit G)  
Review and approve Institutional Effectiveness Plans for 2016-2017.
  - College Effectiveness Committee – Review 2015-2016 Planning Calendar for changes/additions. (Exhibit G)  
Review and approve 2016-2017 Planning Calendar. (Exhibit H, Action Item) – Discussion included a suggestion by Ivy Harris to include a Key for the colors on the calendar. Jim Nordone made the motion to approved the 2016-2017 Planning Calendar, second by Criquett Lehman, the motion passed.  
Suggestions due to Student Success by the Numbers Committee by August 10, 2016 regarding Planning and Assessment Calendar and Glossary to be approved in August.  
Review and approval of 2016-2017 Institutional Effectiveness Plans (Exhibit I, Action Item)  
Reminder to begin evaluation of 2015-2016 Annual Action Plans and Institutional Effectiveness Plans – due September 30<sup>th</sup>. (Exhibit J) – Betsy reminded the group of the IE Plan audit form that will prove useful when completing the summaries. She also shared that the Annual Action Plans edited document will be emailed. Components must use this document when completing the Annual Action Plan summaries.
    - ✓ 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.
- Meeting schedule: August, Electronic
  - Adjournment – The meeting was adjourned at 2:50 p.m.