

## College Effectiveness Committee

Draft Minutes

October 20, 2017

9:00 a.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order by Betsy Harkey, Chair at 9:02 a.m.
- Review of committee attendance and title check

<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	X	
Dean of Administrative Services	Garry David	X	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	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
Counselor	Lindsey David	X	
Director of Quality Enhancement, Faculty Speech Instructor, and SACSCOC Leadership Team	Dr. Donnie Kirk	X	
Faculty Senate Representative, History Instructor	Jason Scheller	X	
Faculty, English Instructor	Misti Brock		X
Coordinator of Instructional Assessment, Faculty Math Instructor	Dr. Brad Beauchamp	X	
Faculty Senate Representative, Biology Instructor	William Robertson	X	
SACSCOC Leadership Team and History Instructor	Bettye Hutchins	X	
Coordinator of Tutoring Center	Amber Hunsaker	X	
Business Office Manager	Mindi Flynn		X
Student Billing Accountant	Christie Lehman		X
Students	Kelsey Martin Laramie Dunn		XX
Administrative Assistant/Director of Institutional Effectiveness	Anna Martin	X	
Administrative Assistant/Associate Dean of Instructional Services	Judy Dittmore	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 September 29, 2017 minutes (Exhibit A, Action Item) Garry David made a motion to approve the minutes with corrected titles (William Robertson as Faculty Senate Representative in place of Bettye Hutchins and Dr. Brad Beauchamp when title is clarified.) Shana Drury seconded, the motion passed.
- Director of Institutional Effectiveness Update:
  - Current projects:
    - ✓ Program/Discipline Evaluation data grade information completed. Next is Majors and Program Completers.
    - ✓ Assessment/Report Calendar 2017-2018 was approved by Student Success Data Committee on October 13, 2017 and will be presented to Board of Trustees at their November meeting. (Exhibit B)
    - ✓ Glossary 2017-2018 was approved by Student Success Data Committee on October 13, 2017 and will be presented to Board of Trustees at their November meeting. (Exhibit C)
    - ✓ History of Vernon College Focus on Student Success was approved by Student Success Data Committee on October 13, 2017 and will be presented to Board of Trustees at their November meeting. (Exhibit D)

- ✓ Key Performance Indicators of Accountability and Benchmarks – ongoing project. Contact Betsy when needing data to help prioritize.
- ✓ Website updates, including committee information – ongoing project
- ✓ Vernon College Effectiveness Questionnaire – results have been emailed to Data Group and will be shared with Board of Trustees in October

Reminder – Community College Survey of Student Engagement, Community College Faculty Survey of Student Engagement, and Vernon College Effectiveness Questionnaire along with other assessment results are available to use for 2016-2017 Annual Action and Institutional Effectiveness Plan Final Summaries and 2018-2019 plan development.

- Mapping of Student Success Efforts Update
  - Quality Enhancement Plan – Dr. Donnie Kirk (Exhibits E - K)
  - Student Learning Outcomes Measures – Dr. Brad Beauchamp (Exhibit L)
  - Title III, ERP/SIS and Student Success Pathway – Ivy Harris and Criquett Lehman (Exhibits M-O)
- SACSCOC:
  - Questions/Comments regarding *Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates?* Reminder to review for changes in primary writers and writing teams. (Exhibit P)
  - Discussion of posting narratives and artifacts in shared drive and Compliance Assist.
  - Host Committee – volunteers contact Criquett Lehman, Chair or Betsy Harkey.
  - Rachel White was recognized for enhancing Recruiting Training. Committee members were reminder to participated in training, review and sign the training packet, and communicate with Rachel about all recruitment activities. Rachel will maintain a list of all trained in the recruiting process as well as when and where they recruit.
- Planning Calendar through October
  - Component Leadership – Final review time of the 2016-2017 Annual Action and Institutional Effectiveness Plans is extended in October. The plans will be moved to the November College Effectiveness Committee agenda.
  - College Effectiveness Committee
    - Review and approval of documented evaluation of 2016-2017 Annual Action and Institutional Effectiveness Plans is postponed until the November 17<sup>th</sup> meeting and will be on Board of Trustees agenda in December.
    - Review and approve Strategic Plan Components including Primary Goals 2018-2022 and Priority Initiatives 2018-2019. (Exhibits Q - R, Action Items) – Rosa Alaniz made the motion to approve Primary Goals 2018-2022, Jason Scheller seconded, the motion passed. Judy Ditmore made the motion to approve Priority Initiatives 2018-2019, Jason Scheller seconded, the motion passed.

- Board of Trustees reviewed and approved 2018-2022 Strategic Plan Components including Philosophy, Vision, Values, Mission and Long Term Objectives during their October 11, 2017 meeting.
- Quality Enhancement Plan – drafting of written plan
- Fall meeting schedule – November 17 rooms Vernon 204 and CCC 712 at 9:00 a.m.; December designated time for college components to work on 2018-2019 Annual Action Plans.
- Adjournment – The meeting was adjourned at 9:47 a.m.