

College Effectiveness Committee

Minutes

December 1, 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 attendance and title check

Vernon College Position	Member	Present	Not Present	Voted to approve Action Items C thru E prior to face-to-face meeting
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair	X		X
Dean of Administrative Services	Garry David	X		X
Dean of Admissions and Financial Aid/Registrar	Joe Hite	X		X
Dean of Student Services	Jim Nordone		X	
Associate Dean of Instructional Services	Shana Drury		X	X
Associate Dean of Student Services	Kristin Harris		X	X
Division Chair - Communications, English Instructor	Joe Johnston	X		X
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	X		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		X
Director of Continuing Education	Christina Feldman	X		X
Director of Financial Aid	Melissa Elliott		X	
Director of Human Resources	Haven David	X		X
Director of Institutional Advancement	Michelle Alexander	X		X
Executive Director, Vernon College Foundation				
Recruiting Coordinator	Rachel White		X	Out on leave
Institutional Support Specialist	Jim Binion	X		X

Director of Library Services	Marian Grona	X		X
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman	X		X
Director of Student Success Pathway	Criquett Lehman	X		X
Early College Start Coordinator	Melissa Moore	X		X
Marketing and Community Relations, Coordinator	Holly Scheller		X	X
Instructional Design and Technology Coordinator, Faculty	Roxie Hill	X		X
Student Information Software Coordinator	Ivy Harris		X	X
Counselor	Clara Garza	X		X
Counselor	Lindsey David		X	X
Director of Quality Enhancement, Faculty Speech Instructor, and SACSCOC Leadership Team	Dr. Donnie Kirk	X		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		X
Faculty Senate Representative, Biology Instructor	William Robertson	X		X
SACSCOC Leadership Team and History Instructor	Bettye Hutchins	X		X
Coordinator of Tutoring Center	Amber Hunsaker	X		X
Business Office Manager	Mindi Flynn		X	X
Student Billing Accountant	Christie Lehman		X	
Students	Kelsey Martin Laramie Dunn		X X	
Administrative Assistant/Director of Institutional Effectiveness	Anna Martin	X		X
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore	X		X
Administrative Assistant/Human Resources – Physical Plant, Employees Forum Representative	Toni Jones	X		X
Administrative Assistant/Instructional Services	Linda Haney		X	X
Administrative Secretary to the President	Mary King		X	X
Employees Forum Representative	Rosa Alaniz	X		X
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston		X	X

- Approval of October 20, 2017 minutes (**Exhibit A, Action Item**) – Jim Binion made the motion to approve the minutes, Rosa Alaniz seconded, the motion passed.
- Director of Institutional Effectiveness Update:

- Current projects:
 - ✓ Key Performance Indicators of Accountability and Benchmarks – ongoing project. Updated KPIAs and related Benchmarks have been shared for review with the Student Success Data Committee. Betsy has contacted the THECB with KPIAs not able to locate on new data sites. Contact Betsy when needing data to help prioritize.
 - ✓ Website updates, including committee information – ongoing project. Do not forget mid-year committee reports.

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 2018-2019 plan development.

- Mapping of Student Success Efforts Update – next update in January
 - Quality Enhancement Plan – Dr. Donnie Kirk
 - Student Learning Outcomes Measures – Dr. Brad Beauchamp
 - Title III, ERP/SIS and Student Success Pathway – Ivy Harris and Criquett Lehman
- SACSCOC:
 - As of November 25, 2017, of the approximately 95 standards and parts of Compliance Report to be addressed...
 - Approximately 30 have been received and fall within various stages of the following:
 - about 19 are out with a request to revisit
 - 4 need initial review by Betsy
 - 4 are in process of uploading in Compliance Assist.
 - 5 have been published in Compliance Assist and are awaiting final review/approval from the writing teams
 - 2 have been checked off the list as approved by writing teams in Compliance Assist.

Note that the numbers change several times a day. The goal is to have all uploaded in Compliance Assist by Christmas break in order to allow time to complete addendum for new standards and meet report deadline.

- Questions/Comments regarding *Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates?* Reminder to review for changes in primary writers and writing teams. (Exhibit B)
- Discussion of posting narratives and artifacts in shared drive and Compliance Assist. Any questions?
- Host Committee meeting December 1st. Criquett Lehman is committee chair.
- Planning Calendar through December
 - Component Leadership – Development of 2018-2019 Annual Action Plans. Drafts due in shared drive by December 15, 2017. Finalized plans due February 1, 2018. Institutional Effectiveness Plans will be completed at a later date.

- College Effectiveness Committee
 - Review and approve documented evaluation of 2016-2017 Annual Action Plan Final Summary (Exhibit C, Action Item)
 - Review and approve documented evaluation 2016-2017 Institutional Effectiveness Plans Final Summary (Exhibit D, Action Item)
 - Review and approve Strategic Plan 2018-2022 (Exhibit E, Action Item)

Note: due to several members anticipating meeting schedule conflicts, Action Items C, D and E were approved via electronic vote prior to the meeting.

 - Board of Trustees – previous three documents will be on Board of Trustees December agenda for review. The Strategic Plan 2018-2022 will also be an action item.

 - Quality Enhancement Plan – drafting of written plan
- Working Timeline Review
 - September – November and August 2017-2018 (Exhibit F)

 - Spring meeting schedule TBD

 - Adjournment – The meeting was adjourned at 9:30 a.m.