College Effectiveness Committee

Minutes

January 26, 2018

9:00 a.m.

Vernon 204 and CCC 712

- Welcome

- Review of committee attendance and title check

Vernon College Position	Member	Present	Not Present
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		PROXY
Division Chair- Math and Science, Math Instructor	Paula Whitman		PROXY
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		PROXY
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 Ditmore	**X**	
Administrative Assistant/Human Resources – Physical Plant, Employees Forum Representative	Toni Jones	**X**	
Administrative Assistant/Instructional Services	Linda Haney		**PROXY**
Administrative Secretary to the President	Mary King	**X**	
Employees Forum Representative	Rosa Alaniz		**PROXY**
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston		**PROXY**

- Approval of December 1, 2017 minutes (Exhibit A, Action Item) – Greg Fowler made the motion to approve, Jason Scheller seconded, the motion passed.

- Director of Institutional Effectiveness Update:

  - Current projects:
    - ✓ Key Performance Indicators of Accountability (KPIAs) and Benchmarks – Refer to FR 4.1, Student Achievement for the most recent updates to KPIAs.
    - ✓ 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 – postponed until February
  - 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
  - Review and discussion of SACSCOC Advisory Visit
  - Roll Call of principles to ensure everyone is on the same page (Exhibit B)
  - Substantive Change Policy Periodic Review – CS 3.12.1 Substantive Change. *The institution notifies the Commission of changes in accordance with the Commission's substantive change policy, when required, seeks approval prior to the initiation of changes. (See Commission policy "Substantive Change for Accredited Institutions.")*
    - ✓ Approval of Vernon College Substantive Change Policy (Exhibit C, Action Item) – Shana Drury made the motion to approve, Melissa Elliott seconded, the motion passed.
    - ✓ View CS 3.12.1 in Compliance Assist
    - ✓ View SACSCOC Substantive Change webpage http://www.sacscoc.org/SubstantiveChange.asp

- Planning Calendar reminders through March
  - Component Leadership – Development of 2018-2019 Annual Action Plans. Due in shared drive by March 1, 2018. Institutional Effectiveness Plans will be completed at a later date. Note that plans will be available for Facilities, Personnel, Technology, and Institutional Improvement by March 7th so committees can meet and have reports ready for the College Effectiveness Committee meeting on March 31st.

  - College Effectiveness Committee
    -Review and approve 2018-2019 Annual Action Plan at March 23rd meeting.

  - Board of Trustees – Begin budget development process for 2018-2019.

  - Student Success Data Committee – continue to review updated KPIAs.

  - Quality Enhancement Plan development continues.

- Spring meeting schedule – February 23rd, March 23rd and April 20th

- Adjournment – The meeting was adjourned at 9:40 a.m.