

## College Effectiveness Committee

Draft Minutes

September 29, 2017

9:00 a.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order by Betsy Harkey, Chair at 9:05 a.m.
- Review of committee membership and charge <http://www.vernoncollege.edu/governance-thru-committees>
- 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	<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 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 and Technology, Industrial Automation Instructor	Mark Holcomb	<b>X</b>	
Division Chair- Math and Science, Math Instructor	Paula Whitman	<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	Michelle Alexander	<b>X</b>	
Executive Director, Vernon College Foundation			
Recruiting Coordinator	Rachel White	<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 Student Success Pathway	Criquett Lehman		<b>X</b>
Early College Start Coordinator	Melissa Moore	<b>X</b>	
Marketing and Community Relations, Coordinator	Holly Scheller	<b>X</b>	

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
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	Tyler Aylor	X	
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	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 July 27, 2017 minutes (Exhibit A, Action Item) – Motion by Shana Drury to approve, second by Marian Grona, motion passed.
- Director of Institutional Effectiveness Update:
  - Current projects:
    - ✓ Program/Discipline Evaluation data
    - ✓ Assessment/Report Calendar, 2017-2018 – action item for approval at the October Student Success Data Committee meeting
    - ✓ Glossary, 2017-2018 – action item for approval at the October Student Success Data Committee meeting
    - ✓ Annual Action Plan Final Summary, 2016-2017 – action item for approval at the October College Effectiveness Committee meeting
    - ✓ Institutional Effectiveness Plans Final Summary, 2016-2017 - action item for approval at the October College Effectiveness Committee meeting
    - ✓ 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.

▪ SACSCOC:

- Updated *Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates*. (Exhibit B) – review for changes in primary writers and writing teams.

- Compliance Certification Report Narrative Reminders (again ☺)–

Review the introduction paragraphs in each section of *The Principles of Accreditation: Foundation for Quality Enhancement* (2012 Edition). Important information is included such as:

“Implicit in every Core Requirement mandating a policy or procedure is the expectation that the policy or procedure is in writing and has been approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.” (p. 17)

Survey results, such as satisfaction (from appropriate constituents), along with evidence of use of results for improvement are expected evidence/artifacts. A few examples of the surveyed information includes: Distance Education Infrastructure, Facilities, Student Support Services, Learning Resources and Services, Graduate, and unit/department specific.

- Volunteers are needed to serve on the On-Site Host Committee. Criquett Lehman will serve as chair. Please contact Betsy to volunteer.
- Betsy has only met with a few primary writers do discuss narratives/artifacts. Primary writers are asked to contact Betsy to schedule meetings.
- SACSCOC review and assignment: CS 3.3.1., The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas:
  - 3.3.1.1 educational programs, to include student learning outcomes (primary writer, Dr. Beauchamp)
  - 3.3.1.2 administrative support services (primary writer, Garry David)
  - 3.3.1.3 academic and student support services (primary writer, Kristin Harris)

3.3.1.4 research – NA

3.3.1.5 community/public service within its mission (primary writer, Shana Drury)

Assignment – Each unit of the College completing Institutional Effectiveness Plans must provide a short paragraph/narrative to the appropriate primary writer describing a unit's selected outcome/s, assessment results, and evidence of improvement based on analysis as documented in their IEPs. This information will be used as part of the narrative for CS 3.3.1. Primary writers will send due dates.

- SACSCOC share drive L: - All College Effectiveness Committee members should have access.
- On-site Reaffirmation Committee visits in October 2017, two – Dr. Johnston and Betsy Harkey
- Off-site Reaffirmation Committee in April 2018 – Betsy Harkey

▪ Planning Calendar through September

- College Effectiveness Committee

-Review and approve 2018-2022 Strategic Plan Components including Philosophy, Vision, Values, Mission and Long Term Objectives (Exhibits C, D and E, Action Items)

Motion by Haven David to approve Philosophy, Vision, Values and Mission as presented, second by Christie Lehman, motion passed.

Motion by Greg Fowler to approve clarification of Long Term Objective definition, second by Mark Holcomb, motion passed.

Motion by Greg Fowler to approve new addition to Long Term Objectives (#12), second by Holly Scheller, motion passed.

Motion by Garry David to add transfer to Long Term Objective #2, second by Shana Drury, motion passed.

SACSCOC review: CR 2.5, The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission.

- Board of Trustees Wilbarger County Tax Collection approval and review of Fall enrollment.
- Component Leadership – complete evaluation of 2016-2017 Annual Action and Institutional Effectiveness Plans
- Quality Enhancement Plan – drafting of written plan

▪ Fall meeting schedule –October 20 and November 17

- October updates to be included on the agenda are QEP, Student Learning Measures, and Title III ERP/SIS and Student Success Pathway. The Working Timeline September - November for 2017-2018 will also be on the agenda for review.
- Adjournment – The meeting adjourned at 9:52 a.m.