

## College Effectiveness Committee

Agenda

September 29, 2017

9:00 a.m.

Vernon 204 and CCC 712

- Welcome
- 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		
Dean of Administrative Services	Garry David		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Dean of Student Services	Jim Nordone		
Associate Dean of Instructional Services	Shana Drury		
Associate Dean of Student Services	Kristin Harris		
Division Chair - Communications, English Instructor	Joe Johnston		
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler		
Division Chair- Information and Technology, Industrial Automation Instructor	Mark Holcomb		
Division Chair- Math and Science, Math Instructor	Paula Whitman		
Director of Admissions and Records	Amanda Raines		
Director of Continuing Education	Christina Feldman		
Director of Financial Aid	Melissa Elliott		
Director of Human Resources	Haven David		
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander		
Recruiting Coordinator	Rachel White		
Institutional Support Specialist	Jim Binion		
Director of Library Services	Marian Grona		
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman		
Director of Student Success Pathway	Criquett Lehman		
Early College Start Coordinator	Melissa Moore		
Marketing and Community Relations, Coordinator	Holly Scheller		

Instructional Design and Technology Coordinator, Faculty	Roxie Hill		
Student Information Software Coordinator	Ivy Harris		
Counselor	Clara Garza		
Counselor	Lindsey David		
Director of Quality Enhancement, Faculty Speech Instructor, and SACSCOC Leadership Team	Dr. Donnie Kirk		
Faculty Senate Representative, History Instructor	Jason Scheller		
Faculty, English Instructor	Misti Brock		
Faculty, Math Instructor	Dr. Brad Beauchamp		
Faculty, Biology Instructor	William Robertson		
Faculty Senate Representative, SACSCOC Leadership Team and History Instructor	Bettye Hutchins		
Coordinator of Tutoring Center	Amber Hunsaker		
Business Office Manager	Mindi Flynn		
Student Billing Accountant	Christie Lehman		
Students	Kelsey Martin Laramie Dunn		
Administrative Assistant/Director of Institutional Effectiveness	Anna Martin		
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditime		
Administrative Assistant/Human Resources – Physical Plant, Employees Forum Representative	Toni Jones		
Administrative Assistant/Instructional Services	Linda Haney		
Administrative Secretary to the President	Mary King		
Employees Forum Representative	Rosa Alaniz		
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston		

- Approval of July 27, 2017 minutes (Exhibit A, Action Item)
- 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)
    - 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