

College Effectiveness Committee

Agenda

October 19, 2018

9:00 a.m.

Vernon 204 and CCC 712

- Welcome
- Review of committee attendance

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair		
Dean of Administrative Services	Garry David		
Dean of Student Services	Dr. Jim Nordone		
Vice President of Instructional Services	Dr. Elizabeth Crandall		
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 Enrollment Management/Registrar	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 Senate Representative, Psychology Instructor	Lori Arnold		
Faculty, Math Instructor	Christina Hoffmaster		
Coordinator of Instructional Assessment, Faculty- Math Instructor	Dr. Brad Beauchamp		
SACSCOC Leadership Team, History Instructor	Bettye Hutchins		
Coordinator of Tutoring Center	Amber Hunsaker		
Business Office Manager	Mindi Flynn		
Student Billing Accountant	Christie Lehman		
Students – Two Student Government Representatives	Marcos Rodrigues-Delgado		
Administrative Assistant/Director of Institutional Effectiveness	Anna Martin		
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore		
Administrative Assistant/Human Resources – Physical Plant, Employees Forum Representative	Toni Jones		
Administrative Assistant/Instructional Services	Linda Haney		
Administrative Assistant/Instructional Services	Michelle Downes		
Administrative Secretary to the President	Mary King		
Employees Forum Representative	Rosa Alaniz		
President, Athletics Representative and SACSCOC Leadership Team	Dr. Dusty Johnston		

- Approval of September 28, 2018 minutes (Exhibit A, Action Item)
- Director of Institutional Effectiveness Update:
 - Current projects:
 - ✓ Program/Discipline Evaluation data
 - ✓ Fall and Fall I 2018 Count Day Snapshot
 - ✓ Assessment/Report Calendar, 2018-2019 (Exhibit B)
 - ✓ Glossary, 2018-2019 – action item for approval at the November Student Success Data 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

✓ History of Vernon College Focus on Student Success (Exhibit C)

- SACSCOC Compliance Certification Reaffirmation Report Update – Reminder - The College Effectiveness Committee serves as the SACSCOC Team for this process. The SACSCOC Leadership Team: Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice President of Instructional Services; Bettye Hutchins, Faculty Liaison; Dr. Donnie Kirk, Quality Enhancement Plan; and Betsy Harkey, SACSCOC Liaison. Criquett Lehman is Chair of the On-site Host Committee. Anna Martin is the Logistics Coordinator.

Countdown to On-site Visit –

- ✓ Agenda and Interview Schedule Review (Exhibit D, E, and F)
- ✓ Host Committee Update – Criquett Lehman

Host Committee work groups:

- Workroom Setup & IT – *Lyle Bonner, Joey Lama, Chris Donathan (Run Biz), Ivy Harris and Paula Whitman
- Transportation (Meals, Site Visits) - *Sjohonton Fanner, Michael Schoppa, Amanda Raines, Judy Ditmore and Jeanne Ballard
- Snacks & Swag, Welcome Packets & Folders, Workroom Supplies - *Michelle Downes, Vicki Bradley, Callee Serrano, Anne Patterson, Christie Lehman, Mary King Anna Martin and Kelly Peterson
- Promotion (working with QEP Committee), Attire, Nametags, Student Volunteers/Interviews - *Lindsey David, Marco Torres, Holly Scheller, Rachel White and Donnie Kirk
- Site Visits - *Linda Haney, Debbie Richard, Mark Holcomb, Shana Drury and Carl Brinkley

QEP Update – Dr. Donnie Kirk – QEP Day (presentation and interviews) October 24; presentation in Auditorium; review QEP Proposal and the Faculty Development Retreat Session

- Mapping of Student Success update at November meeting
- Planning Calendar September and October (Exhibit G)
 - Strategic Plan Components: Philosophy, Vision, Values, Mission and Long Term Objectives for 2019-2023 reviewed and approved by the College Effectiveness Committee and Board of Trustees during September and October meetings. Board of Trustees requested review and discussion (prior to approval for 2020-2024) of sentence in Value Statement “Our values define who we are and guide us in conducting our business every day. **Our values are our morals – what is important to us at our college.**”

October

- Component Leadership – Final review time of the 2017-2018 Annual Action Plan.

- College Effectiveness Committee

- Review and approval of documented evaluation of 2017-2018 Annual Action Plan. (Exhibit H, Action Item)

- Review Strategic Plan Components including Primary Goals 2019-2023 and Priority Initiatives 2019-2020. (Exhibits I and J, Action Items at November meeting)

- Fall meeting schedule – November 30

- Adjournment