

College Effectiveness Committee

Agenda

September 28, 2018

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 (Add to the following list titles or names- Employee Forum Representatives and Student Representatives)

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 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 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/Student Forum Representative (need to correct organization names)			
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 July 27, 2017 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 – action item for approval at the October Student Success Data Committee meeting
 - ✓ Glossary, 2018-2019 – action item for approval at the October Student Success Data Committee meeting

- ✓ Annual Action Plan Final Summary, 2017-2018 (due today) – 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
 - ✓ History of Vernon College Focus on Student Success (due today) – will be reviewed at October Student Success Data and College Effectiveness Committee meetings. Board of Trustees will review in November.
- 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 – 24 days until On-site Committee arrives

- ✓ Travel and Special Arrangements forms were received from each committee member. Anna Martin has compiling the information on a table for the Host Committee
- ✓ Approximately two weeks prior to visit, Betsy will receive the schedule from the On-site Committee Chairman
- ✓ October 22 – Arrival of On-site Committee members to Wichita Falls airport; Skills and CCC site visits
- ✓ October 23 – Compliance Certification Reaffirmation Report interviews on Vernon Campus
- ✓ October 24 – QEP Day and Reaffirmation Report interviews on Vernon Campus
- ✓ October 25 – Exit interview with VC SACSCOC Leadership Team and possibly others as presented in schedule; Party at Betsy’s house (bring your own food and drink ☺)

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

- ✓ Trial run site visit tours – Who will conduct the tours, who should be on site, pre-work site visit forms, meeting places at each site for questions...
- ✓ Practice Interviews – schedule with Betsy prior to October 10th and review Compliance Assist
- ✓ QEP Update – Dr. Donnie Kirk – QEP Day (presentation and interviews) October 24; presentation in Auditorium; review QEP Proposal and the Faculty Development Retreat Session (Exhibit B and C)

Mapping of Student Success –

- ERP-SIS Tracker – Ivy Harris (Exhibit D)
- Student Success Pathway – Criquett Lehman
 - The Title III Annual Performance Report (GY2) was submitted July 24, 2018.
 - The Title III Annual Performance Report for GY3 will most likely be due in December 2018.
 - Title III Consultant, Dr. Luzelma Canales, was on site September 10 & 11 to review grant year 3 progress. An “After Action Review” assessment and report will be received in the next few weeks.

▪ Planning Calendar through September

- College Effectiveness Committee
 - Review and approve 2019-2023 Strategic Plan Components including Philosophy, Vision, Values, Mission and Long Term Objectives (Exhibits E and F, 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 2017-2018 Annual Action and Institutional Effectiveness Plans (IE Plans completed during Summer for SACSCOC Focused Report)
- Begin implementation of 2018-2019 Annual Action and Institutional Effectiveness Plans

- Review of Substantive Change Policy - The approved policy is Appendix T: of the Employee Handbook and can be reviewed at <http://vernoncollege.smartcatalogiq.com/2018-2019/Employee-Handbook/Section-L-Appendices/Appendix-T-Substantive-Change-Policy>. Note that the Vernon College policy also references the SACSCOC Substantive Change Policy that is found at <http://www.sacscoc.org/SubstantiveChange.asp>.

- Fall meeting schedule –October 26 and November 30
- Adjournment