

College Effectiveness and Student Success Data Committees

Minutes

September 27, 2019

9:00 a.m.

Vernon 204 and CCC 712

- Welcome
- Review of College Effectiveness Committee attendance

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair	X	
Vice President of Administrative Services	Garry David		X
Vice President of Student Services	Dr. Jim Nordone	X	
Vice President of Instructional Services	Dr. Elizabeth Crandall	X	
Dean of Instructional Services	Shana Drury	X	
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		X
Division Chair- Math and Science, Math Instructor	Paula Whitman	X	
Director of Enrollment Management/Registrar	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 Scott	X	
Early College Start Coordinator	Melissa Moore	X	
Marketing and Community Relations, Coordinator	Holly Scheller	X	
Director of Distance Education and Learning Technologies	Crystal Tate	X	

Student Information Software Coordinator	Ivy Harris	X	
Counselor	Clara Garza		PROXY
Counselor	Lindsey David		X
7Director of Quality Enhancement, Faculty Speech Instructor, and SACSCOC Leadership Team	Dr. Donnie Kirk	X	
Faculty Senate Representative, History Instructor	Jason Scheller	X	
Faculty Senate Representative, Psychology Instructor	Lori Arnold	X	
Faculty, Math Instructor	Christina Hoffmaster		X
Director of Instructional Assessment, Faculty- Math Instructor	Dr. Brad Beauchamp		X
SACSCOC Leadership Team, 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 – Two Student Government Representatives	?		X
Administrative Assistant/Director of Institutional Effectiveness	Anna Martin	X	
Administrative Assistant/Dean of Instructional Services	Judy Ditmore	X	
Benefit Coordinator/Human Resources, Administrative Assistant/Physical Plant, Employees Forum Representative	Toni Jones	X	
Administrative Assistant/Instructional Services	Linda Haney	X	
Administrative Assistant/Instructional Services	Michelle Downes	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

➤ Review of Student Success Data Committee attendance:

		Present	Not present
Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation	X	
Jeanne Ballard	Assistant Director of Financial Aid	X	
Dr. Brad Beauchamp	Director of Instructional Assessment, Math Instructor		X
Jim Binion	Institutional Support Specialist		X
Dr. Elizabeth Crandall	Vice President of Instructional Services	X	
Dona Crow	Administrative Assistant/Counseling	X	
Shana Drury	Dean of Instructional Services	X	

Christina Feldman	Director of Continuing Education	X	
Marian Grona	Director of Library Services	X	
Linda Haney	Administrative Assistant /Instructional Services	X	
Ivy Harris	ERP/SIS Coordinator	X	
Mark Holcomb	Division Chair - Information and Technology, Industrial Automation Instructor		X
Bettye Hutchins	Instructor - History	X	
Joe Johnston	Division Chair – Communications, English Instructor		X
Criquet Scott	Director of Student Success Pathway	X	
Thomas McNeely	English Instructor	X	
Amanda Raines	Director of Admissions and Records	X	
Maria Servin	Assistant Registrar		X
Dr. Donnie Kirk	Director of Quality Enhancement, Speech Instructor	X	
Amber Hunsaker	Coordinator of Tutoring Center	X	
Anna Martin	Administrative Assistant /Institutional Effectiveness	X	
Mindi Flynn	Business Office Manager	X	
Melissa Elliott	Director of Financial Aid	X	
Michelle Downes	Administrative Assistant – Instructional Services	X	
Kelly Peterson	Student Success Specialist		X
Rachel White	Recruiting Coordinator		X
Betsy Harkey, Chair	Chair, Director of Institutional Effectiveness	X	
Dr. Dusty Johnston, ad hoc member	President		X

➤ Review of committee purpose, responsibilities, and membership – Governance thru Committees
<https://www.vernoncollege.edu/governance-thru-committees>

- Approval of July 31, 2019 College Effectiveness Committee minutes (Exhibit A, Action Item) – Rosa Alaniz moved to approve the minutes as presented, Jason Scheller seconded, the motion passed.
- SACSCOC

Substantive Changes

- Notification response letters received from SACSCOC

1. Sheppard Learning Center closure as a site offering 25% to 49% of a program
 2. Paramedic Program Certificate reactivation
 3. Wichita Falls ISD Career Education Center as a site offering 25% to 49% of a program
- Approved through Vernon College process and waiting on SACSCOC response:
 - ✓ Closure of Administrative Office Technology program
 - ✓ Barber, Level 1 Certificate
 - ✓ Dental Assisting, Level 1 Certificate
 - ✓ Medical Assisting, Level 1 Certificate
 - Trainings – Dr. Elizabeth Crandall and Shana Drury participated in Substantive Change Training on September 20, 2019. Betsy Harkey participated in SACSCOC Liaison Training on September 19, 2019.
 - Dr. Elizabeth received notification of approval to be included in the SACSCOC Evaluator Registry.
 - Betsy Harkey is participating on a Fall 2019 SACSCOC On-site Reaffirmation Committee.
- Data –
 - 2019 Fall and Fall I Count Day Snapshot (Exhibit B)
 - Vernon College Effectiveness Questionnaire Summary 9.19 (Exhibit C)
 - Continued discussion of Key Performance Indicators of Accountability and related Benchmarks
 - Possible early outcomes examples from Guided Pathways:
 - ✓ Number of college credits earned in first term
 - ✓ Number of college credits earned in first year
 - ✓ Completion of gateway math and English courses in the student's first year
 - ✓ Number of college credits earned in the program of study in first year
 - ✓ Persistence from term 1 to term 2
 - ✓ Rates of college-level course completion in student's first academic year
 - ✓ Equity in outcomes

- Review and approval of 2019-2020 Assessment/Report Calendar (**Exhibit D, Action Item**) – Melissa Elliott made the motion to approve the 2019-2020 Assessment/Report Calendar as presented, Mindi Flynn seconded, the motion passed.
- Planning Calendar (posted on website at <https://www.vernoncollege.edu/annual-action-plan-long-range-strategic-plan>)

September and October

All college components – Complete evaluation and documentation of 2018-2019 Annual Action and Institutional Effectiveness Plans (September.) Begin implementation of Quality Enhancement Plan. Begin implementation of 2019-2020 Annual Action and Institutional Effectiveness Plans.

College Effectiveness Committee – Review of Substantive Change Policy and SACSCOC 5th Year Matrix (accomplished in July)
Review and approve documented evaluation of 2018-2019 Annual Action and Institutional Effectiveness Plans (due to Betsy by October 7 to compile for October 18 meeting.) Review and approve Primary Goals for 2020-2024 and Priority Initiatives for 2019-2020.

College Effectiveness Committee (September) and Board of Trustees (October) - Review and approve 2020-2024 Strategic Plan Components:

Philosophy, Vision, Values, Mission (**Exhibit E, Action Item**) – Dona Crow made the motion to accept the 2020-2024 Philosophy, Vision, Values, and Mission with changes (**attachment A**), Jason Scheller seconded, the motion passed.

Long Term Objectives (**Exhibit F, Action Item**) - Ivy Harris made the motion to accept the 2020-2024 Long Term Objectives with changes (**attachment B**), Holly Scheller seconded, the motion passed.

QEP Committee - Review and approve Annual QEP Report for 2018-2019 (October.)

- Fall meeting schedule – October 18 and November 22
- Adjournment