

## College Effectiveness Committee

Minutes

July 31, 2019

2:00 p.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order by Betsy Harkey, Chair, at 2:05 p.m.
- Review of College Effectiveness Committee attendance

<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>	
Vice President of Administrative Services	Garry David		<b>PROXY</b>
Vice President of Student Services	Dr. Jim Nordone	<b>X</b>	
Vice President of Instructional Services	Dr. Elizabeth Crandall	<b>X</b>	
Dean of Instructional Services	Shana Drury		<b>PROXY</b>
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 Enrollment Management/Registrar	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>PROXY</b>
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	<b>X</b>	
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>	
Director of Distance Education and Learning Technologies	Roxie Hill	<b>X</b>	

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 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		<b>PROXY</b>
Coordinator of Tutoring Center	Amber Hunsaker	X	
Business Office Manager	Mindi Flynn	X	
Student Billing Accountant	Christie Lehman	X	
Students – Two Student Government Representatives	Marcos Rodrigues-Delgado		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	

- Approval of April 26, 2019 minutes (Exhibit A, Action Item) – Motion by Greg Fowler to approve as presented, second by Kristin Harris, motion passed.
- SACSCOC
  - Compliance Certification Reaffirmation Report Update – Step 3 –
    1. Letter of Accreditation, July 2019 (Exhibit B)
    2. QEP Summary due August 15, 2019 (Exhibit C)
  - Review of Substantive Change Policy <http://vernoncollege.smartcatalogiq.com/2018-2019/Employee-Handbook/Section-L-Appendices/Appendix-T-Substantive-Change-Policy> and Reference, Institutional Summary working document

- Substantive Change Notifications mailed and received by SACSCOC – waiting on SACSCOC response:
  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
  4. Closure of Administrative Office Technology program
  5. Barber, Level 1 Certificate
  6. Dental Assisting, Level 1 Certificate
  7. Medical Assisting, Level 1 Certificate
  
- Review and discussion of Fifth-year Interim Report Responsibility Matrix and Dates (Exhibit D)
  
- Review and discussion of Key Performance Indicators of Accountability and related Benchmarks  
<https://www.vernoncollege.edu/KPI-Home>
  - Updated KPIAs  
 Licensure/Certification (Exhibit E)  
 Financial Aid (Exhibit F)
    - 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
  
- Planning Calendar
  - Review and approval of 2019-2020 Annual Planning Calendar (Exhibit G, Action Item) – Motion by Greg Fowler to approve, second by Criquett Lehman, motion passed.
  - Vernon College Effectiveness Questionnaire 2019 open August – September

- Review and approval of 2019-2020 Institutional Effectiveness Plans (Exhibit H, Action item) – Motion by Jim Nordone to approve, second by Mindi Flynn, motion passed.

- Fall meeting schedule – September 27, October 18, and November 22
- Adjournment – The meeting was adjourned by 2:37 p.m.