

## College Effectiveness Committee

Agenda

March 23, 2018

9:00 a.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order at 9:03 a.m. by Betsy Harkey, chair.
- Review of 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	X	
Dean of Administrative Services	Garry David	X	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	X	
Dean of Student Services	Jim Nordone		X
Associate Dean of Instructional Services	Shana Drury	X	
Associate 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 Admissions and Records	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 Lehman	X	
Early College Start Coordinator	Melissa Moore	X	
Marketing and Community Relations, Coordinator	Holly Scheller	X	
Instructional Design and Technology Coordinator, Faculty	Roxie Hill		X
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, English Instructor	Misti Brock		X
Coordinator of Instructional Assessment, Faculty Math Instructor	Dr. Brad Beauchamp	X	
Faculty Senate Representative, Biology Instructor	William Robertson	X	
SACSCOC Leadership Team and 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	Kelsey Martin Laramie Dunn		XX
Administrative Assistant/Director of Institutional Effectiveness	Anna Martin	X	
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore	X	
Administrative Assistant/Human Resources – Physical Plant, Employees Forum Representative	Toni Jones		X
Administrative Assistant/Instructional Services	Linda Haney	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 January 26, 2018 minutes postponed until March 23<sup>rd</sup> meeting. (Exhibit A, Action Item)
- Approval of February 23, 2018 meeting electronic agenda (Exhibit B, Action Item)
  - Greg Fowler made the motion to approve, Jason Scheller seconded, the motion passed for Action Items A and B.
- Director of Institutional Effectiveness Update:
  - Current project – SACSCOC Off-site Review Committee
  - Ongoing projects:
    - ✓ Assessment/Report Calendar and Glossary
      - 2016-2017 completed communication forms collection will be audited beginning in March – Committee members were reminder to name the documents the same as the name in the Assessment/Report Calendar.
      - 2017-2018 completed communication forms collection in process

- ✓ Updates to Key Performance Indicators of Accountability (KPIAs) and related Benchmarks is moving up on the priority list. Contact Betsy with data needs to help determine which need to be updated first.
  - ✓ Website updates, including committee information – ongoing project. Do not forget mid-year committee reports.
- Mapping of Student Success Efforts next update Summer 2018
    - Quality Enhancement Plan – Dr. Donnie Kirk
    - Student Learning Outcomes Measures – Dr. Brad Beauchamp
    - Title III, ERP/SIS and Student Success Pathway – Ivy Harris and Criquett Lehman
  - SACSCOC
    - The Vernon College Compliance Certification Reaffirmation Report – SACSCOC Off-site Review Committee response should be received in early June. If you want to participate in the prediction, Bettye Hutchins and Betsy will be collecting today.
  - Planning Calendar reminders through March
    - Component Leadership – Review of Institutional Improvement, Facilities, Technology, and Personnel Committee plans and reports for budget development. Institutional Effectiveness Plans will be completed at a later date.
    - College Effectiveness Committee - Review and approval of 2018-2019 committee reports and plans:
      - Facilities – Garry David, Chair (Exhibits C, D, E, and F, Action Item) – Shana Drury made the motion to approve, Greg Fowler seconded, the motion passed.
      - Institutional Improvement - Betsy Harkey, Chair (Exhibit G, Action Item) – Garry David made the motion to approve, Jason Scheller seconded, the motion passed.
      - Personnel – Dr. Dusty R. Johnston, Chair (Exhibit H and I, Action Item) – Michelle Alexander made the motion to approve, Amanda Raines seconded, the motion passed.
      - Technology – Ivy Harris, Chair (Exhibit J and K, Action Item) – Following discussion and clarification of ITV dollars, Criquett Lehman made the motion to approve, Linda Haney seconded, the motion passed.
    - Board of Trustees – Begin budget development process for 2018-2019.
    - Student Success Data Committee – continue to review updated KPIAs.
    - Quality Enhancement Plan development continues.

- Other discussion –
  - Following discussion led by Dr. Johnston, it was decided that the THECB Online Resume would be added to the Assessment/Report Calendar.
  - Dr. Donnie Kirk gave a brief update for QEP, *Success through Inquiry*.
- Spring meeting schedule - April 20<sup>th</sup> – Dr. Donnie Kirk will present SENSE data.
- Adjournment – The meeting was adjourned at 9:45 a.m.