

College Effectiveness Committee

Draft Minutes

July 27, 2017

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 committee membership.

Vernon College Position	Member	Present	Not Present
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

Director of Quality Enhancement, Speech Instructor, and SACSCOC Leadership Team	Dr. Donnie Kirk	X	
Faculty Senate Representative, History Instructor	Jason Scheller		X
Faculty, English Instructor	Misti Brock		X
Faculty, Math Instructor	Dr. Brad Beauchamp	X	
Faculty Senate Representative, SACSCOC Leadership Team and History Instructor	Bettye Hutchins		X
Business Office Manager	Mindi Flynn	X	
Student Billing Accountant	Christie Lehman	X	
Student Forum and Student Government Representative (Director of Student Activities and two student representatives)	Director and two students		
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 April 28, 2017 minutes (Exhibit A, Action Item) – Motion to approve by Marian Grona, second by Mindi Flynn, motion passed.
- Director of Institutional Effectiveness Update:
 - Student Success Data Committee next meeting will be in September.
 - Key Performance Indicators of Accountability are in process of updates with IPEDS data. Hopefully the THECB Accountability Data is correct and ready to be used for additional updates.
 - Assessment/Report Calendar and Glossary is undergoing an audit. Work is needed to ensure our process is being followed.
 - Governance thru Committee – Committee web pages are undergoing an audit. Committee chairs should ensure that Mid-Year and Annual Reports are posted on the website along with agendas, minutes and exhibits. Be sure to check all links.
 - Website updates including Committee documents, Assessment/Report Calendar information, and KPIAs will be primary targets over the next couple of months.
 - Vernon College Effectiveness Questionnaire contributions are due to Betsy by August 7th. The questionnaire will be administered via website and social media from mid-August to mid-September. Data will be available by third week in September to help with 2016-2017 Annual Plan and Institutional Effectiveness Plan Final Summaries and 2018-2019 planning documents.

- SACSCOC:

- The *Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates* is in process up being updated.
- Compliance Certification Report Narrative Reminders –
 - Review the introduction paragraphs in each section of *The Principles of Accreditation: Foundation for Quality Enhancement* (2012 Edition). Important information is included such as:
“Implicit in every Core Requirement mandating a policy or procedure is the expectation that the policy or procedure is in writing and has been approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.” (p. 17)
 - Survey results, such as satisfaction (from appropriate constituents), along with evidence of use of results for improvement are expected evidence/artifacts. A few examples of the surveyed information includes: Distance Education Infrastructure, Facilities, Student Support Services, Learning Resources and Services, Graduate, and unit/department specific.
- Volunteers are needed to serve on the On-Site Host Committee. Please contact Betsy to volunteer.
- Betsy has only met with a few primary writers do discuss narratives/artifacts. Primary writers are asked to contact Betsy to schedule meetings.
- SACSCOC review and assignment: CS 3.3.1., The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas:
 - 3.3.1.1 educational programs, to include student learning outcomes (primary writer, TBD)
 - 3.3.1.2 administrative support services (primary writer, Garry David)
 - 3.3.1.3 academic and student support services (primary writer, Kristen Harris)
 - 3.3.1.4 research – NA
 - 3.3.1.5community/public service within its mission (primary writer, Shana Drury)

Assignment – Each unit of the College completing Institutional Effectiveness Plans must provide a short paragraph/narrative to the appropriate primary writer describing a unit’s selected outcome/s, assessment results, and evidence of improvement based on analysis as documented in their IEPs. This information will be used as part of the narrative for CS 3.3.1. Primary writers will send due dates.
- SACSCOC Evaluators Registry List: Greg Fowler, Dr. Dusty Johnston, Joe Johnston and Betsy Harkey. If interested, call Betsy.
- SACSCOC share drive L: - All College Effectiveness Committee members should have access.

- Planning Calendar through August

- College Effectiveness Committee

- Review and approve 2017-2018 Institutional Effectiveness Plans (Exhibit B, Action Item) - Motion to approve with the addition of titles by Shana Drury, second by Greg Fowler, motion passed.

- Review and approve 2017-2018 Planning Calendar (Exhibit C, Action Item) – Motion to approve by Haven David, second by Rachel White, motion passed.

- 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, August

- Review and approve 2017-2018 Institutional Effectiveness Plans

- Review 2017-2018 Planning Calendar

- Begin final summaries for 2016-2017 Annual Action Plans and Institutional Effectiveness Plans in August and due at end of September.

- Assessment/Report Calendar and Glossary review and approval postponed until September by the Student Success Data Committee.

- Fall meeting schedule – September 29, October 20, November 17

- September updates to be included on the agenda are QEP, Student Learning Measures, and Title III. The Working Timeline for 2017-2018 will also be on the agenda for review.

- Adjournment – The meeting adjourned at 2: 50 p.m.