

College Effectiveness Committee

Minutes

October 19, 2018

9:00 a.m.

Vernon 204 and CCC 712

- Welcome – The meeting was called to order at 9:01 a.m. by Betsy Harkey, Chair.
- Review of committee attendance

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 Student Services	Dr. Jim Nordone	X	
Vice President of Instructional Services	Dr. Elizabeth Crandall	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 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 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 Senate Representative, Psychology Instructor	Lori Arnold	X	
Faculty, Math Instructor	Christina Hoffmaster		X
Coordinator of Instructional Assessment, Faculty- Math Instructor	Dr. Brad Beauchamp	X	
SACSCOC Leadership Team, History Instructor	Betty 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	Marcos Rodrigues-Delgado	X	
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 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	

Also attending as part of the SACSCOC On-site Interviewees group: Dean Brumley, Diana Shipley, Lyle Bonner, Carl Brinkley, David Teague, Jack Williams, Kim Bateman, Sjhonton Fanner, Joey Lama, Julie Myers-Kuhn, Dr. Mary Rivard, Katrina Gundling, and Chase Thornton.

- Approval of September 28, 2018 minutes (Exhibit A, Action Item) – Motion by Criquett Lehman to approve, second by Greg Fowler, motion passed.
- Director of Institutional Effectiveness Update:
 - Current projects:
 - ✓ Program/Discipline Evaluation data
 - ✓ Fall and Fall I 2018 Count Day Snapshot
 - ✓ Assessment/Report Calendar, 2018-2019 (Exhibit B)

- ✓ Glossary, 2018-2019 – action item for approval at the November Student Success Data 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
 - ✓ History of Vernon College Focus on Student Success (Exhibit C)
- 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 –

- ✓ Agenda and Interview Schedule Review (Exhibit D, E, and F)
- ✓ Host Committee Update – Criquett Lehman

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

QEP Update – Dr. Donnie Kirk – QEP Day (presentation and interviews) October 24; presentation in Auditorium; review QEP Proposal and the Faculty Development Retreat Session

- Mapping of Student Success update at November meeting
- Planning Calendar September and October (Exhibit G)
 - Strategic Plan Components: Philosophy, Vision, Values, Mission and Long Term Objectives for 2019-2023 reviewed and approved by the College Effectiveness Committee and Board of Trustees during September and October meetings. Board of Trustees requested review and discussion (prior to approval for 2020-2024) of sentence in Value Statement “Our values define who we are and guide us in conducting our business every day. **Our values are our morals – what is important to us at our college.**”

October

- Component Leadership – Final review time of the 2017-2018 Annual Action Plan.

 - College Effectiveness Committee
 - Review and approval of documented evaluation of 2017-2018 Annual Action Plan. (Exhibit H, Action Item) – Motion by Shana Drury to approve, second by Jim Binion, motion passed.
 - Review Strategic Plan Components including Primary Goals 2019-2023 and Priority Initiatives 2019-2020. (Exhibits I and J, Action Items at November meeting) – To allow for discussion the Primary Goals and Priority Initiatives were postponed to the November meeting. This action will delay the Annual Action Plan 2019-2020 due date by one month.
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- Fall meeting schedule – November 30

 - Adjournment – The meeting was adjourned at 9:58 a.m.