

College Effectiveness Committee

Minutes

September 28, 2018

9:00 a.m.

Vernon 204 and CCC 712

- Welcome
- Review of committee membership and charge <http://www.vernoncollege.edu/governance-thru-committees>
- Review of committee attendance and title check (Add to the following list titles or names- Employee Forum Representatives and Student Representatives)

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	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	Marcos Rodriguez-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	

- Approval of July 27, 2017 minutes (**Exhibit A, Action Item**) – Motion to approve by Criquett Lehman, second by Jason Scheller, 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 – action item for approval at the October Student Success Data Committee meeting
 - ✓ Glossary, 2018-2019 – action item for approval at the October Student Success Data Committee meeting

- ✓ Annual Action Plan Final Summary, 2017-2018 (due today) – action item for approval at the October College Effectiveness Committee meeting
 - ✓ Key Performance Indicators of Accountability and Benchmarks – ongoing project. Contact Betsy when needing data to help prioritize. The High School to College KPIA was updated and shared with the Student Success Data Committee on September 27th.
 - ✓ Website updates, including committee information – ongoing project
 - ✓ Vernon College Effectiveness Questionnaire – results have been emailed to Data Group and will be shared with Board of Trustees in October
 - ✓ History of Vernon College Focus on Student Success (due today) – will be reviewed at October Student Success Data and College Effectiveness Committee meetings. Board of Trustees will review in November.
- 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 – 24 days until On-site Committee arrives

- ✓ Travel and Special Arrangements forms were received from each committee member. Anna Martin has compiling the information on a table for the Host Committee
- ✓ Approximately two weeks prior to visit, Betsy will receive the schedule from the On-site Committee Chairman
- ✓ October 22 – Arrival of On-site Committee members to Wichita Falls airport; Skills and CCC site visits
- ✓ October 23 – Compliance Certification Reaffirmation Report interviews on Vernon Campus
- ✓ October 24 – QEP Day and Reaffirmation Report interviews on Vernon Campus
- ✓ October 25 – Exit interview with VC SACSCOC Leadership Team and possibly others as presented in schedule; Party at Betsy’s house (bring your own food and drink ☺)

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

- ✓ Trial run site visit tours – Who will conduct the tours, who should be on site, pre-work site visit forms, meeting places at each site for questions...
- ✓ Practice Interviews – schedule with Betsy prior to October 10th and review Compliance Assist
- ✓ QEP Update – Dr. Donnie Kirk – QEP Day (presentation and interviews) October 24; presentation in Auditorium; review QEP Proposal and the Faculty Development Retreat Session (Exhibit B and C) – Betsy Harkey also reviewed the two SACSCOC standards specific to the QEP, CR 2.12 and CS 3.3.2.

Mapping of Student Success –

- ERP-SIS Tracker – Ivy Harris (Exhibit D) – Criquett Lehman shared the information for Ivy.
- Student Success Pathway – Criquett Lehman
 - The Title III Annual Performance Report (GY2) was submitted July 24, 2018.
 - The Title III Annual Performance Report for GY3 will most likely be due in December 2018.
 - Title III Consultant, Dr. Luzelma Canales, was on site September 10 & 11 to review grant year 3 progress. An “After Action Review” assessment and report will be received in the next few weeks.

▪ Planning Calendar through September

- College Effectiveness Committee
 - Review and approve 2019-2023 Strategic Plan Components including Philosophy, Vision, Values, Mission and Long Term Objectives (Exhibits E and F, Action Items) Motion by Greg Fowler to approve as presented, second by Jim Binion, 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 Wilbarger County Tax Collection approval and review of Fall enrollment.
- Component Leadership – complete evaluation of 2017-2018 Annual Action and Institutional Effectiveness Plans (IE Plans completed during Summer for SACSCOC Focused Report)
- Begin implementation of 2018-2019 Annual Action and Institutional Effectiveness Plans

- Review of Substantive Change Policy - The approved policy is Appendix T: of the Employee Handbook and can be reviewed at <http://vernoncollege.smartcatalogiq.com/2018-2019/Employee-Handbook/Section-L-Appendices/Appendix-T-Substantive-Change-Policy>. Note that the Vernon College policy also references the SACSCOC Substantive Change Policy that is found at <http://www.sacscoc.org/SubstantiveChange.asp>.
- Fall meeting schedule –October 26 and November 30
- Adjournment – The meeting adjourned at 10:00 a.m.