

## College Effectiveness Committee

Minutes

July 25, 2018

2:00 p.m.

Vernon 415 and CCC 715

- Welcome - The meeting was called to order at 2:00 p.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	<b>X</b>	
Dean of Administrative Services	Garry David	<b>X</b>	
Vice President of Instructional Services	Dr. Elizabeth Crandall	<b>X</b>	
Dean of Student Services	Jim Nordone	<b>X</b>	
Associate Dean of Instructional Services	Shana Drury		<b>X</b>
Associate 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 Admissions and Records	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>X</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	Criquet Lehman	<b>X</b>	
Early College Start Coordinator	Melissa Moore	<b>X</b>	
Marketing and Community Relations, Coordinator	Holly Scheller	<b>X</b>	
Instructional Design and Technology Coordinator, Faculty	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, English Instructor	Misti Brock		X
Coordinator of Instructional Assessment, Faculty Math Instructor	Dr. Brad Beauchamp		X
Faculty Senate Representative, Biology Instructor	William Robertson		
SACSCOC Leadership Team and History Instructor	Bettye Hutchins		X –PROXY BY Greg Fowler
Coordinator of Tutoring Center	Amber Hunsaker	X	
Business Office Manager	Mindi Flynn		X
Student Billing Accountant	Christie Lehman	X	
Students			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 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 20, 2018 minutes. **(Exhibit A, Action Item)** – Greg Fowler made the motion to approved, second by Jason Scheller, the motion passed.
- Director of Institutional Effectiveness/SACSCOC Update: Betsy Harkey shared that the first conference call with the SACSCOC Reaffirmation On-site Committee Chair was July 24, 2018. All materials are on schedule to be mailed to the On-site Committee on September 4<sup>th</sup>. Committee members were encouraged to continue to review Compliance Assist as a refresher prior to the visit and ensure that the website is up to date. Betsy also shared the very tentative on-site schedule and the number of on-site committee members.
  - Focused Report Update
    - Decennial Report
    - New Standards for Addendum
    - Focused Report
    - Document Directory

QEP

Institutional Summary Form

2018-2019 Organizational Chart

2017-2018 and 2018-2019 General Catalog

USB Instructions

-Host Committee – Criquett Lehman (On-site SACSCOC Team arrives October 22 and departs October 25) – Criquett shared that 29 Host Committee members have been meeting and are divided to five sub-committees: Workroom Setup and IT; Transportation (Meals, Site Visits); Snacks and Swag, Welcome Packets and Folders, Workroom Supplies; Promotion (working with QEP Committee) Attire, Nametags, Student Volunteers/Interviews; Site Visits.

- Planning Calendar

- Review and approve 2017-2018 Institutional Effectiveness Plans Final Summary (Exhibit B, Action Item) Motion to approve by Haven David, second by Mark Holcomb, the motion passed.

- Review and approve 2018-2019 Annual Planning Calendar (Exhibit C, Action Item) Motion to approve by Amanda Raines, second by Paula Whitman, the motion passed.

- Review and approve 2018-2019 Institutional Effectiveness Plans Summary (Exhibit D, Action Item) Motion to approve by Ivy Harris, second by Holly Scheller, the motion passed.

-Vernon College Effectiveness Questionnaire – will be administered mid-August thru mid-September

-2017-2018 Annual Action Plan Final Summaries – due late September

- Fall meetings –September 28, October 19 (Friday before On-site visit), November 30, and December electronic
- Thank you and Adjournment - The meeting adjourned at 2:25 p.m.