

College Effectiveness Committee

Minutes

January 31, 2020

9:00 a.m.

Vernon 204 and CCC 712

- Welcome
- Review of College Effectiveness Committee attendance

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair	X	
Vice President of Administrative Services	Garry David		X
Vice President of Student Services	Dr. Jim Nordone	X	
Vice President of Instructional Services	Dr. Elizabeth Crandall	X	
Dean of Instructional Services	Shana Drury	X	
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	Criquet Scott	X	
Early College Start Coordinator	Melissa Moore	X	
Marketing and Community Relations, Coordinator	Holly Scheller		X
Director of Distance Education and Learning Technologies	Crystal Tate	X	

Director ERP/SIS and Cybersecurity, Electronic Information Accessibility Coordinator	Ivy Qwuarels		X
Counselor	Clara Garza		X
Counselor	Lindsey David	X	
7Director of Quality Enhancement, Faculty Speech Instructor, and SACSCOC Leadership Team	Dr. Donnie Kirk	X	
Faculty Senate Representative, Sociology Instructor	Marissa Underhill	X	
Faculty Senate Representative, Psychology Instructor	Lori Arnold	X	
Faculty, Math Instructor	Christina Hoffmaster		X
Director 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			XX
Administrative Assistant/Director of Institutional Effectiveness	Anna Martin	X	
Administrative Assistant/Dean of Instructional Services	Judy Ditmore	X	
Benefit Coordinator/Human Resources, Administrative Assistant/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	

- Review of committee purpose, responsibilities, and membership – Governance thru Committees – Committee Chairs were reminded to complete and post Mid-Year Reports on the website <https://www.vernoncollege.edu/governance-thru-committees>
 - Approval of October 18, 2019 College Effectiveness Committee minutes (Exhibit A, Action Item) – Motion to approve by Jim Binion, second by Greg Fowler, motion passed.
 - Reminder – November and December electronic meeting documents in Canvas
 - SACSCOC
- Substantive Change

- Substantive Change Policy Review (Exhibit B) – located on website <https://www.vernoncollege.edu/policy-manuals-and-handbook>, Section L Appendices, Appendix T Substantive Change Policy – Note location of Employee Handbook Approval Date.
 - Reminder – documentation and archive of approval dates and complete policy manuals, handbooks, etc.
- update – future Cosmetology and Barber programs modified prospectuses will be submitted later this Spring due to schedule credit hour mandated change

-Email from Dr. Belle Wheelan dated January 23, 2020 – SACSCOC Updates and Liaisons – includes new and revised policies.

-Fifth-Year Report Matrix – (Exhibit C) – send updates/changes to Betsy – Note crosswalk from 2012 standards to 2018.

- Planning Calendar (posted on website at <https://www.vernoncollege.edu/annual-action-plan-long-range-strategic-plan>)
 - View January and February on website calendar
 - Review and approval of 2020-2024 Strategic Plan (Exhibit D, Action Item) – Motion to approve by Greg Fowler, second by Michelle Alexander, motion passed.
 - All College Components Final Annual Action Plans for 2020-2021 should be posted in share drive for Annual Action Plans: G.
- Spring meeting schedule –February 28, March 27, and April 17
- Adjournment – The meeting was adjourned at 9:30 a.m.