

**Student Success by the Numbers Committee
Draft Minutes**

September 5, 2014 / 11:00 a.m.
Vernon 204 and Century City Center 712

- Call meeting to order – The meeting was called to order by Betsy Harkey, chair at 11:05 a.m.
- Welcome and review of committee attendance – Shana Munson was mistakenly left off the membership list and added to the agenda. Deana Lehman’s title was corrected.

		Present	Not Present
Michelle Alexander	Director of Institutional Advancement/ Executive Director - Foundation	X	
Jeanne Ballard	Assistant Director of Financial Aid		X
Jim Binion	Institutional Support Specialist	X	
Dona Crow	Administrative Assistant/Counseling	X	
Christina Feldman	Director of Continuing Education	X	
Marian Grona	Director of Library Services	X	
Linda Haney	Secretary – Instructional Services	X	
Mark Holcomb	Division Chair - Information and Technology and Instructor		X
Bettye Hutchins	Instructor - History	X	
Joe Johnston	Division Chair – Communications and Instructor	X	
Criquett Lehman	Director of Quality Enhancement	X	
Deana Lehman	Director of PASS Department/Coordinator for Office of Students with Disabilities	X	
Shana Munson	Associate Dean of Instructional Services	X	
Amanda Raines	Director of Admissions and Records	X	
Michael Ruhl	Instructor - Biology	X	
Maria Servin	Assistant Registrar	X	
JoAnn Sharp	Counselor	X	
Rebecca Watkins	Instructor - ADN		clinicals
Betsy Harkey, Chair	SSBTN Liaison; Chair Director of Institutional Effectiveness	X	
Dr. Dusty Johnston	President		X

- SSBTN Priorities (Exhibit A) – The committee reviewed the SSBTN Priorities that were chosen as a result of participation in the Student Success by the Numbers Project and the progress toward achieving the priorities.
- Committee purpose and membership (Exhibit B) – An examination of the purpose and responsibilities of the SSBTN Committee was accomplished by going-over the information in the Governance Thu Committees document.
- Student Success by the Numbers Initiative at a Glance (Exhibit C) – Betsy shared the history and gave examples of uses of the Student Success by the Numbers Initiative at a Glance document. Committee members were asked to email updates to Betsy by the end of September.
- Updated Key Performance Indicators of Accountability and review of related Benchmarks and data sources(Exhibits D, E, F, G, H - <http://www.vernoncollege.edu/KPI-Home>, <http://www.txhighereddata.org/>)
 - Budget Revenue and Expenditures
 - Course Completion Success
 - Graduation, Persistence and Retention – retention from semester to semester
 - Placement and Completion
 - Service Area High School Graduates who go to College

The committee reviewed the most recently updated KPIAs along with their Benchmarks and data sources. Betsy also shared information regarding the service area census change from 2000 to 2010.

- Assessment and Report Calendar 2014-2015 (Exhibit I, Action Item) –Committee members reviewed and discussed the Draft 2014-2015 Assessment Calendar. It was noted by Amanda Raines that a new National Student Clearinghouse Report will need to be added. Deana Lehman moved to accept the 2014-2015 Assessment and Report Calendar with the noted addition, Shana Munson seconded, the motion passed.

- General Glossary 2014-2015 (Exhibit J, Action Item) – The committee reviewed and discussed the 2014-2015 General Glossary. Three additional needed changes were noted:

- ✓ Adding a National Student Clearinghouse Report - Amanda
- ✓ Removing source initials that follow each definition
- ✓ Updating the definition of the CBM 002 report for TSI

Jim Binion moved to accept the 2014-2015 General Glossary with the noted changes, Dona Crow seconded, the motion passed.

- Reminders/Updates –

- ✓ Committee members were reminder to look at the Blackboard sign in page for suggested browsers.
- ✓ Also regarding Blackboard, the committee was asked to notify RunBiz and Roxie Hill if Blackboard notices get caught in their spam.
- ✓ Betsy shared that she will be freezing data the day following Count Day for Fall and Fall I (September 11, 2014).
- ✓ The committee was informed that the SACSCOC Fifth-Year Report was “in the box” and will be mailed on Monday, September 8, 2014.

- Fall meeting schedule: October 24, 10:00 a.m.; November 7, 11:00 a.m.; December 12, 11:00 a.m.

- Adjournment – the meeting was adjourned at 11:45 a.m.