

**Student Success by the Numbers Committee  
Agenda**

February 6, 2015  
Vernon 204 and CCC 712

- Welcome
- Review of committee attendance

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

- September 5, 2014 minutes – approved by majority vote as part of November 2014 electronic meeting (Exhibit A)
- SACS COC Fifth-Year Interim Report update:
  - SACSCOC Fifth-Year Interim Report Response letter (Exhibit B)
  - Congratulations to all for a job well done!
  - Timeline for response has been emailed to the subject matter experts.
- Assessment and Report Calendar Update as of February 4, 2015 (Exhibit C) –
  - Special thanks to Criquett for coordinating and to all who have submitted communication forms. Please notify Criquett or Betsy with calendar enhancements as needed.
  - Next meeting March 10, 2015 we will begin highlighting/reviewing communication forms as part of the agenda
  - 2014-2015 completed communication forms are being posted to the website by Criquett as received at <http://www.vernoncollege.edu/assessment-data>  
Betsy is still working to update prior years' web pages and will make them live as soon as possible
- Student Success by the Numbers Initiative at a Glance document (Exhibit D) – The document was presented to the Board of Trustees at their November meeting and will be on their agenda at least once a year. Encourage your components/departments to send Betsy updates throughout the year.
- Key Performance Indicators of Accountability and review of related Benchmarks and data sources are found at <http://www.vernoncollege.edu/KPI-Home>, Betsy notifies the committee as updates are made to the data.

- Data updates since last meeting:
  - KPIA and benchmark updates are in progress using the most recent IPEDS and THECB Accountability data. (Exhibit E)
  - THECB Accountability Report information certified with the THECB in December; waiting for THECB to produce the final reports in order to update related KPIAs and benchmarks
  - Spring and Spring I 2015 data: Count Day was February 4; Maria Servin runs calculations to update ages, credit load, etc. on February 5; after calculations are run Betsy freezes data. The last step is for Betsy to create the Spring and Spring I Count Day Snapshot.
  - Basic POISE sort training has been conducted for Christina Hoffmaster and Dr. Karen Gragg (Math S3 Grant) and Melissa Moore (Dual Credit); Scheduled trainings are for Brandi Brannon (Student Success) and Dr. Brad Beauchamp (Student Learning);
  - SACSCOC Institutional Profile that includes Enrollment, Headcount and Graduation Rate information as well as general/intuitional information submitted in January.
  
- Spring meeting schedule: March 13, April 10, also data information will be shared via email as needed
  
- Adjournment