

**Student Success by the Numbers Committee  
Agenda  
October 16, 2015  
10:00 a.m.  
Vernon 204 and CCC 712**

- Welcome
- Review of membership and charge (Exhibit A)
- 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 Drury	Associate Dean of Instructional Services		
Amanda Raines	Director of Admissions and Records		
LeAnn Scharbrough			
Michael Ruhl	Instructor - Biology		
Maria Servin	Assistant Registrar		
JoAnn Marquart	Counselor		
Rebecca Watkins	Instructor - ADN		
Charity Knight	Instructor - LVN		
Betsy Harkey, Chair	SSBTN Liaison; Chair Director of Institutional Effectiveness		
Dr. Dusty Johnston	President		

- Approval of September 11, 2015 minutes (Exhibit B, Action Item)

- SACSCOC Compliance Certification (10 year report) update – Subject matter experts were announced at the College Effectiveness Committee meeting on September 25, 2015. Each group of subject matter experts has been asked to notify Betsy with the person who will serve as the primary writer. The information will be shared at the CE Committee meeting on October 23<sup>rd</sup>. The CE Committee is serving as the SACSCOC Committee for this process. The SACSCOC Leadership Team will consist of Dr. Dusty Johnston, Dr. Gary Don Harkey, Bettye Hutchins, Criquett Lehman and Betsy Harkey.

#### SACSCOC Timeline

- Vernon College, Track A Class of 2009
- Next reaffirmation (10 year) 2019

#### 2015 – 2016 AY

- SACSCOC Annual Meeting, December 2015, Houston, TX
- Quality Enhancement Institute July 2016, Grapevine, TX

#### 2016-2017

- SACSCOC Annual Meeting, December 2016, Atlanta, GA
- Orientation of Leadership Teams, December 2016 or January 2017, Atlanta, GA (typically limited to five people from each institution, including the institution's finance officer)
- Quality Enhancement Institute July, 2017, Austin, TX
- “Final” Catalog, Handbook and Policy updates to Board of Trustees, Spring and Summer 2017 (to ensure inclusion in Compliance Certification)

#### 2017-2018

- SACSCOC Annual Meeting, December, 2017, Dallas, TX
- **Compliance Certification due, March 2018**
- Off-site Peer Review Conducted, May 2018
- Quality Enhancement Plan Due, Summer 2018 (4-6 weeks in advance of on-site review)

#### 2018-2019

- On-site Peer Review, Fall 2018 (September – November)
- SACSCOC Annual Meeting, December 2018, New Orleans, LA
- Review by the SACSCOC Board of Trustees, June 2019

- Quality Enhancement Plan update (Exhibit C) – Criquett Lehman
- Title III, Strengthening Institutions Program, Quick Overview (Exhibit D)

Vernon College has been awarded one of the United States Department of Education Title III Grants for Strengthening Institutions Program. The grant is for \$2.2 million over the next five years. Of approximately 300 applications this cycle, 40 were funded. It will have a tremendous and positive impact on Vernon College, the service area, and all of our constituents. Vernon College's participation in the Student Success by the Numbers Initiative sponsored by the Greater Texas Foundation placed us in the position to present a strong and research based grant application.

The grant Oversight Committee, Student Success Pathways Task Force and ERP-SIS Task Force will hold first meetings on Friday, October 23, 2015.

-Oversight Committee – Garry David, Joe Hite, Dr. Gary Don Harkey, Kristin Harris, Amanda Raines, Michelle Alexander, Deana Lehman, Criquett Lehman, Roxie Hill, JoAnn Marquart, Brandi Brannon, Melody Bell, Kevin Winkle, Dr. Dusty Johnston, Betsy Harkey – Chair

--ERP-SIS Task Force: Garry David, Joe Hite, Dr. Gary Don Harkey, Shana Drury, Kristin Harris, Amanda Raines, Melissa Elliott, Haven David, Michelle Alexander, Deana Lehman, Criquett Lehman, Greg Fowler, Roxie Hill, Christie Lehman, Mindi Flynn, JoAnn Marquart, Dr. Bradley Beauchamp, Rebecca Ashlock, Jim Binion, Dr. Dusty Johnston, Betsy Harkey

-Student Success Pathways Task Force: Kristin Harris, Michelle Alexander, Roxie Hill, Jackie Polk, Clara Garza, JoAnn Marquart, Brandi Brannon, Dr. Donnie Kirk, Michael Ruhl, Sjhonton Fanner, Dr. Dusty Johnston, Betsy Harkey

- Assessment and Report Calendar and General Glossary Update (Exhibit E and F)  
 Reminder - Both documents as well as the communication forms will be utilized as part of the SACSCOC Compliance Certification Report.  
 2015-2016 completed communication forms are being posted to the website by Criquett as received at <http://www.vernoncollege.edu/assessment-data>

Assessment Activity or Report Name by Title by Month  Administered/conducted	Department	Responsible Party	Assessment Measurement/  Proposed Use/  Evidence of Use of Data	Month to  Share Results to SSBTN  Committee	Assessment Activity (AA)  • Report • Both
<b>September</b>					
DWI Education Annual Report & DWI Intervention Annual Report <sup>2</sup>	Continuing Education	Christina Feldman	Maintain Provider Status	October	Report
Department of Education Actual Cohort Default Rate	Financial Aid	Melissa Elliott/ Joe Hite	College Student Loan Default Rate	October	Both
End of year Testing Center Report	Testing	Testing Coordinator		October	Report
Crime Awareness Statistics Report	Student Services	Student Success Specialist		October	Report
Resident Hall Mandatory Orientation Report	Housing	Director of Housing	Each student is duly notified of the Housing Resident Handbook and other policies, procedures, and programs	October	Report
Health Clinic Annual Report	Health Clinic	Health Clinic Nurse		October	Report
CTE Award Completer Forms	Instructional Services	CTE Programs, Shana Drury, Donna Egoavil		October	Report

Perkins Basic Grant Final Evaluation and Budget Report for previous year	Instructional Services	Shana Drury		October	Report
National Student Clearinghouse – Unofficially Withdrawn Report	Admissions and Records	Amanda Raines	Student Enrollment	October	Report
National Student Clearinghouse <b>First of Term</b>	Admissions and Records	Maria Servin	Student Enrollment	October	Report
Con Ed Student Report (Summer II) CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	October	Report
Con Ed Class Report (Summer II) CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	October	Report
Graduate Survey Report	Admissions and Records (ongoing collection and annual compilation)	Amanda Raines/Joe Hite	Research Feedback	October	Report
Professional Development Questionnaire (March – September)	Instructional Design and Technology	Roxie Hill	Faculty Staff Development Week and VCIC Session Evaluation	October	AA
Faculty Utilization Annual Report	Instructional Services	Gary Don Harkey	Faculty Utilization-moved to September as an Annual Report	October	Both

- Data update since last meeting:
  - Fall and Fall I 2015 Count Day Snapshot created from data captured on September 10, 2015. The snapshot will be presented to the Board of Trustees at their October meeting as the Student Success Data Fact. (Exhibit G)
  - Program/Discipline Evaluation data and information provided as requested (Placement/Completion, Course Completion, Success, Grades, and Majors)
  - Phi Theta Kappa list of potential members for sponsors
  - SSBTN Initiative at a Glance updates due to Betsy by October 30, 2015 (Exhibit H)
- Fall meeting dates: November 13, and December 18 (electronic).
- Adjournment