

Student Success by the Numbers Committee
Draft Minutes
September 11, 2015
Vernon 204 and CCC 712

- Welcome
The meeting was called to order at 10:05 a.m. by Betsy Harkey, chair.
Dr. Johnston welcomed the group, thanked the members for their participation and discussed the importance of this committee’s purpose and how it aligns with the national focus on timely completion, retention, and successful transfer.
- Review of committee membership and charge will be on October 9, 2015 after they have been finalized and published.
- Review of committee attendance

| | | 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 | |
| Brandi Brannon | Student Success 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 of the Office for Students with Disabilities | X | |
| Shana Drury | Associate Dean of Instructional Services | X | |
| Amanda Raines | Director of Admissions and Records | X | |
| LeAnn Scharbrough | Advancement Specialist - Recruiting | X | |
| Michael Ruhl | Instructor - Biology | X | |
| Maria Servin | Assistant Registrar | | X |
| JoAnn Marquart | Counselor | | X |
| Rebecca Watkins | Instructor - ADN | | X |
| Charity Knight | Instructor - LVN | | X |
| Betsy Harkey, Chair | SSBTN Liaison; Chair Director of Institutional Effectiveness | X | |
| Dr. Dusty Johnston | President | X | |

- Approval of April 9, 2015 minutes (Exhibit A, Action Item)- Motion by Jim Binion, second by Deana Lehman, the motion passed.
- SACS COC Fifth-Year Interim Monitoring Report update – The completed report was delivered to SACSCOC prior to the September 7, 2015 due date. Thanks to all who contributed to the process.
- SACSCOC Compliance Certification (10 year report) update – Subject matter experts have been assigned and will be announced at the College Effectiveness Committee meeting on September 25, 2015. The CE Committee will serve 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 – Criquett Lehman
Ms. Lehman reported that the first meeting of the QEP Development Task Force will be held today at 11:00 a.m. The task force is comprised of 16 volunteers including eight (8) instructors. Reading was chosen as the college wide project.
- Assessment and Report Calendar and General Glossary Update (Exhibit B, August electronic meeting)
 - The October 9, 2015 SSBTN Committee meeting will begin the review of communication forms and ongoing review of the Calendar and Glossary. Both documents as well as the communication forms will be utilized as part of the SACSCOC Compliance Certification Report.
 - 2014-2015 completed communication forms are being posted to the website by Criquett as received at <http://www.vernoncollege.edu/assessment-data>
- Review of Key Performance Indicators of Accountability and related Benchmarks and data sources
<http://www.vernoncollege.edu/KPI-Home>.
Most recent updates:
 - Budget Revenue and Expenditure
 - Percent of 12 County Service Area High School Graduates who go to College
 - Continuing Education – Funded Contact Hours and Contract Training Courses
 - Course Completion Success
 - Graduation and Persistence Rate
 - Non Transfer Completers and Transfer
 - Licensure/Certification Rates
 - Placement and Completion
 - Community College Survey of Student Engagement (CCSSE)
- Next to be updated:
 - Financial aid
- Data updates since last meeting:
 - Fall, Fall I and Fall II grades captured
 - All summer term grades will be captured in October

- Title III Grant Application submitted in May
- POISE sort review and collaboration with LeAnn Scharbrough and Melissa Moore.
- Applied and enrolled comparisons throughout the summer
- Fall terms data frozen on September 10, 2015 for Fall and Fall I 2015 Count Day Snapshot and baseline
- Applied not enrolled contact information for recruiting.
- Program/Discipline Evaluation Placement/Completion, Course Completion, Success and Grades due September 18.

- Fall meeting dates: October 9, November 13, and December 18 (electronic).
- The meeting was adjourned 10:55 a.m.