Student Success by the Numbers Committee
Agenda
November 13, 2015
10:00 a.m.
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 Pathway Coordinator		
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	Advancement Specialist - Recruiting		
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 October 16, 2015 minutes (Exhibit A, Action Item)

- SACSCOC Compliance Certification (10 year report) update – Subject matter experts were announced at the College Effectiveness Committee meeting on September 25, 2015. Most primary writers have been identified by the groups. The information was shared as part of the CE Committee online meeting on October 23rd.

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
- <mark>Compliance Certification due, March 2018</mark>
- 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 B) – Criquett Lehman

- Title III, Strengthening Institutions Program Update

  - Positions filled November 1: Student Success Pathway Coordinator, Brandi Brannon (100% time Title III/Vernon College funded), Student Success Specialist, Sjohonton Fanner (100% time/Title III funds)
  - Student Information Software Coordinator position announced (100% time/Title III funded)
  - Project Director, Betsy Harkey (25% Title III/Vernon College funded)
  - Grant Manager, Michelle Alexander

  - ERP/SIS – RFP will be published November 20, 2015 with January 7, 2016 deadline. Countless hours were spent creating the RFP document. Thank you to Criquett Lehman for her leadership and to the ERP/SIS Task Force members.
    CAMS Discovery Day November 17 and demonstration December 15, 2015; Jenzabar demonstration December 17, 2015

  - Student Success Pathway Team – meeting weekly as a team. Brandi and Sjohonton are providing academic coaching to students, trying to contact all students with holds for academic coaching, working through the Title III requirements and timeline...plus more

- Assessment and Report Calendar and General Glossary Update (Exhibit C and D)

  - 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
  - Discussion of Month to Share Results to SSBTN Committee – Months listed are as submitted by responsible parties and approved by the committee. Changes must be submitted on the change form to Criquett.
  - Assessments and reports that need to be added to the calendar? - contact Criquett

October					
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*
CE Reports (for previous academic year)	Career and Technical Education	Christina Feldman and Judy Ditmore	Schedule Development THECB Standards Program Continuation	November	Report
Compliance Audit for Nursing Educational Programs (VN-CANEP) (October, every 2 years)	LVN	Sherrie Denham	Compliance information survey for BON	November Odd numbered years	Both
Compliance Audit for Nursing Educational Programs (RN-CANEP)	RN	Mary Rivard	Compliance information survey for BON	November	Both
Student Report (Fall) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments Dual Credit Enrollments	November	Both
Class Report (Fall) CBM 004	Admissions and Records Instructional Services	Maria Servin/Joe Hite Gary Don Harkey	Contact Hours/Program Faculty Utilization	November	Both
Graduate Report Annual CBM 009	Admissions and Records Instructional Services	Joe Hite Gary Don Harkey	Total and Program Graduates Program/Discipline Evaluation	November	Both
Department of Education FISAP (Annual Report)	Financial Aid	Melissa Elliott/Joe Hite	Federal Dollars Awarded Annually	November	Both
Texas Success Initiative Report (Summer I and II)[2] CBM 002	Admissions and Records	Maria Servin/Joe Hite	Provides useful data for TSI evaluation for all undergraduate student	November	Report

National Student Clearinghouse Subsequent of Term	Admissions and Records	Maria Servin	Student Enrollment	November	Report
Marketable Skills Achievement Report Annual CBM 00M	Admissions and Records	Joe Hite		November	Report
IPEDS Institutional Characteristics	Admissions, Records, and Financial Aid	Joe Hite		November	Report
IPEDS Completions	Admissions and Records	Joe Hite		November	Report
IPEDS 12-Month Enrollment	Admissions and Records	Joe Hite		November	Report
Academic Libraries Component for IPEDS	Library Services	Marian Grona	This is the collection period for reporting library expenditures as part of the Institutional Characteristics (IC) header	November	Report
Volunteer Survey for Aid to Education	Institutional Advancement	Michelle Alexander	The reports of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation.	November	Report
TCLEOSE Self-Assessment	Instructional Services	Mike Hopper		November	Assessment
Student Schedule Report (Summer I and II)[2] CBM 00S	Admissions and Records	Maria Servin/Joe Hite	reflects individual courses and grades, by student, as of the final day for each semester	November	Report
Student End of Semester Reports (Summer I and II)[2] CBM 0EI	Admissions and Records	Maria Servin/Joe Hite	reflects students enrolled at the reporting institution as of the final day of each semester	November	Report

- Data update since last meeting:
  Student Success Data Fact for the Board of Trustees: October, Fall and Fall I 2015 Count Day Snapshot; November, SSBTN Initiative at a Glance

- Fall meeting dates: December 18 (electronic).

- Adjournment