

Student Success by the Numbers Committee
Draft Minutes
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	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 – non member		X

- Approval of September 11, 2015 minutes (Exhibit B, Action Item) – motion by Shana Drury, second by Marian Grona, motion passes.

- 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 23rd. 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
September					
DWI Education Annual Report & DWI Intervention Annual Report ²	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 First of Term	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

- Are there other reports and assessments conducted during the month of September? If so, send to Criquett.
- A great amount of discussion took place during review of the communication forms posted to the website. The discussion included the need to match all titles (documents, in calendar and in glossary); the need to include highlights of data on the communication forms and not just a brief definition of the report or one bullet; and ensuring that the information in the glossary is correct.
- 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)
 - CBM 116 compiled and certified for THECB
- Fall meeting dates: November 13, and December 18 (electronic).

Prior to adjournment, LeAnn Scharbrough provided an overview of the Campus Preview Day scheduled for October 21, 2015. Almost 400 have registered for the event. The committee discussed possible ways to volunteer and help.

- Adjournment – the meeting was adjourned at 10:57 a.m.