

Student Success by the Numbers Committee
Draft Minutes
November 13, 2015
10:00 a.m.
Vernon 204 and CCC 712

- Welcome – The meeting was called to order at 10:00 a.m. by Betsy Harkey, chair. She shared that some members were not at the meeting due the participating in the Walk for Heros.
- 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 Pathway Coordinator	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 October 16, 2015 minutes (Exhibit A, Action Item) – Motion by Dona Crow, second by Jim Binion, motion passed.

- 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
- 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 B) – Criquett Lehman. She also shared that the next meeting would be held on December 4.
- 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, Sjhonton 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 Sjhonton 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 0E1	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 – The meeting was adjourned at 10:47 a.m.