

**Student Success Data Committee
Draft Minutes
October 21, 2016
8:00 a.m.
Vernon 204 and CCC 712**

- Welcome
- Review of committee membership and charge <http://www.vernoncollege.edu/governance-thru-committees>
- 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	
Shana Drury	Associate Dean of Instructional Services		X
Christina Feldman	Director of Continuing Education	X	
Marian Grona	Director of Library Services	X	
Linda Haney	Secretary – Instructional Services		X
Ivy Harris	ERP/SIS Coordinator	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
JoAnn Marquart	Counselor		X
Amanda Raines	Director of Admissions and Records	X	
Michael Ruhl	Instructor - Biology	X	
Maria Servin	Assistant Registrar	X	
Amanda Snook	Biology Instructor		X
Rebecca Watkins	Instructor - ADN		X
Rachel White	Recruiting Coordinator		X
Betsy Harkey, Chair	Chair, Director of Institutional Effectiveness	X	
Dr. Dusty Johnston	President	X	

- Approval of September 23, 2016 minutes (Exhibit A, Action Item) Motion to approve by Jim Binion, second by Criquett Lehman, motion passed.
- SACSCOC Compliance Certification (10 year report) update – The updated responsibility matrix was presented to the College Effectiveness Committee for review in September. Committee members are scheduled to complete draft narratives by the end of October. The CE Committee serves as the SACSCOC Committee for this process. The SACSCOC Leadership Team consists 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

- Review of 2015-2016 Institutional Effectiveness Plan Final Summaries Assessment Information – Betsy Harkey Relationship/additions to the Assessment/Report Calendar, General Glossary and SACSCOC CS 3.3.1 – Institutional Effectiveness – Betsy reminded members that all should have access to the shard drive titled Annual Action Plans and to contact her if have problems with access.
- Assessment/Report Calendar Communication Forms located at <http://www.vernoncollege.edu/assessment-data> Review of posted forms will begin in November
- Quality Enhancement Plan update – Criquett Lehman (Exhibit B)
- Title III Update – Ivy Harris and Brandi Brannon (Exhibit C and D)
- Key Performance Indicators of Accountability and related Benchmarks final Fall updates will be completed by first week in November. Next update will be in Spring 2017 after the THECB Accountability Report is updated.
- Data updates since last meeting:
 - Program Evaluation Majors and Completers will be provided in late October
- Next meeting date: working on November and December dates
- In closing comments the committee was reminded about the Vernon Campus Preview Day on October 26th and to contact Rachel White with any questions and to volunteer.
- Adjournment – The meeting was adjourned at 8:40 a.m.