

Student Success by the Numbers Committee
Draft Minutes
September 23, 2016
Vernon 204 and CCC 712

- Welcome
- Review of committee membership and charge will be on October 21, 2016 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	
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	

- Reminder, April 2016 meeting electronic. Action items regarding the approval of updated KIAs and Benchmarks were approved.
- SACSCOC Compliance Certification (10 year report) update – The updated responsibility matrix will be presented next week to the College Effectiveness Committee for review. 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

- Quality Enhancement Plan update – Criquett Lehman (Exhibit A)
- Title III Update – Ivy Harris (Exhibit B and H) Kristin Harris provided the Student Success Pathway information for Brandi Brannon.
-Title III Markers project update – Betsy Harkey (Exhibit C) – Betsy shared that the markers will continue to be enhanced by the Student Success Pathways Team as they prepare for the annual Title III progress report.
- Assessment/Report Calendar and General Glossary Update (Exhibit D and E, Action Items)
- Each document has been closely reviewed over the last several weeks. Thank you to all who contributed updates, changes and corrections to the Assessment/Report Calendar and Glossary.
Shana Drury noted a needed correction to the Glossary to update Marketable Skills terms. Betsy will make the changes.
Motion to approve the 2016-2017 Assessment/Report Calendar and General Glossary, with identified changes, by Dona Crow, second by Ivy Harris, motion passed.
Criquett Lehman asked all members to continue to check month/terms as tagged in the Assessment/Report Calendar to ensure they are correct.
Betsy noted that both documents will continue to be reviewed and updated as needed during the academic year.
- Review of Key Performance Indicators of Accountability and related Benchmarks
Updates in progress include:
 - 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
 - Placement and Completion
 - Enrollment
 - Financial Aid

Betsy reminded committee members that KPIAs are updated about twice per year with the main update in the Spring after the THECB Accountability Report is published.
- Vernon College Effectiveness Questionnaire Review (Exhibit F)
-Information gleaned from this questionnaire can be utilized in the Annual Action and Institutional Effectiveness Plans.
- Data updates since last meeting:
-Applied and enrolled comparisons throughout the summer
Fall terms data frozen on September 8, 2016 for Fall and Fall I 2016 Count Day Snapshot and baseline
 - -Applied not enrolled contact information for Recruiting

- -Majors information to Instructional Services
- -PTK potential and current students to sponsors
- -Financial Aid/Scholarship made available to Institutional Advancement
- -Self-reported information to Office of Students with Disabilities.

-Ten years of enrollment and student information to President on September 11, 2016

-Program/Discipline Grade Information provided September 13, 2016; Majors and Completers will be provided in late October

-Ongoing updates to POISE information and Database Management Dictionary (Exhibit G)

Committee members were reminded to continue to send Database Management Dictionary updates to Betsy.

- Next meeting date: October 21st; working on November and December dates
- Adjournment