

Student Success Data Committee
Draft Minutes
January 27, 2017
9:00 a.m.
Vernon 204 and CCC 712

- Welcome – The meeting was called to order by Betsy Harkey, Chair, at 9:00 a.m.
- Welcome to new committee members: Amber Hunsaker and Amanda Lehman. 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		Resigned from VC
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
Amber Hunsaker	Coordinator of Tutoring Center - Vernon	X	
Bettye Hutchins	Instructor - History	X	
Joe Johnston	Division Chair – Communications and Instructor	X	
Amanda Lehman	Counselor		X
Criquett Lehman	Director of Quality Enhancement	X	
Deana Lehman	Director of PASS Department/Coordinator of the Office for Students with Disabilities	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 October 21,, 2016 minutes (Exhibit A, Action Item) – Motion by Criquett Lehman to approve, second by Dona Crow, the motion passed.
- SACSCOC Compliance Certification (10 year report) Timeline Reminder –

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
- Advisory Visit, Dr. John Hardt, January 24, 2018
- 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, October 23-25, 2018 (partial team may arrive early for off-site visits)
- SACSCOC Annual Meeting, December 2018, New Orleans, LA
- Review by the SACSCOC Board of Trustees, June 2019

The **College Effectiveness Committee** will serve as the Vernon College SACSCOC Committee.

The Vernon College **SACSCOC Leadership Team** will consist of:

President, Dr. Dusty Johnston

Dean of Instructional Services, Dr. Gary Don Harkey

Faculty, Bettye Hutchins

Director of Quality Enhancement,

Director of Institutional Effectiveness/SACSCOC Liaison, Betsy Harkey

- SACSCOC revised Principles of Accreditation update – First Draft available for review and comment at <http://sacscoc.org/PrinciplesComments.asp> Comments/questions from Vernon College are due to Betsy by the afternoon of February 3rd who will complete one comment form. Vernon College is not changing our process for completing narratives and gathering artifacts for the current Principles until revised Principles are approved by the SACSCOC Board in December 2017 or we receive other guidelines/notification for the Class of 2019.
- Acronym Project update – Congratulations to Donna Egoavil and Deana Lehman for winning the contest. The combined draft of acronyms was emailed to this committee, contest participants and members of the President’s Team for edits. The document will be presented to the Board of Trustees at their February meeting.
- Assessment/Report Calendar and General Glossary are located on the Assessment Overview page of the website <http://www.vernoncollege.edu/assessment-overview>. Reminder that these documents require ongoing oversight, edits and updates. The documents will be presented to the Board of Trustees during their December meeting along with the acronym list as the Student Success Data Fact.
- Assessment/Report Calendar Communication Forms located at <http://www.vernoncollege.edu/assessment-data> Special thanks to Criquett who provided leadership over the documents and process. Betsy will provide oversight for these documents in the future.
- Quality Enhancement Plan update – Criquett Lehman (Exhibit B)
- Title III Update – Ivy Harris and Jim Nordone (Exhibit C and D) – Betsy Harkey presented the updates in behalf of Ms. Harris and Mr. Nordone.
 - Note that for future updates (Quality Enhancement Plan and Title III) we ask for updates in regard to data specific type information.
- Student Success Data Facts to Board of Trustees (Exhibit E) – review of document – Betsy reminded committee members that the document is updated on an annual basis.
- Key Performance Indicators of Accountability and related Benchmarks – KIAs are posted to the website as soon as updated and after sharing with this committee for review/edits at www.vernoncollege.edu/KPI-Home Spring updates will be available as soon as the Texas Higher Education Coordinating Board Accountability Report is finalized and the 2016 IPEDS Data Feedback Report is posted. Benchmarks will be reviewed/approved during a Spring Student Success Data Committee meeting.
 - Budget Revenue and Expenditure – needs IPEDS
 - Community College Survey of Student Engagement – up to date
 - Continuing Education – Contract Training for Business and Industry and Funded Contact Hours – needs updates
 - Course Completion Success – will run Fall 2016 after 60 days for I grade changes
 - Enrollment – needs updates; reminder that Title III measure has been included
 - Financial Aid – needs IPEDS
 - FTE Student/FTE Faculty (Full Time Equivalent) – needs THECB Accountability Report
 - Graduation, Persistence and Retention – needs THECB Accountability Report; reminder that Title III measures have been included; needs POISE data update
 - Licensure/Certification – waiting on THECB Licensure/Certification Report request
 - Milestones/Success Points – needs THECB Accountability Report
 - Percent of Contact Hours Taught – needs THECB Accountability Report

- Placement and Completion – up to date with Perkins Data Resources
 - Service Area High School Students who go to College – waiting on THECB requested data
 - Survey of Entering Student Engagement – up to date
 - Transfer – needs THECB Accountability Report
- Note that the Student Success Data Committee will be playing a role in the oversight of U4SM reports and dashboards; especially the Executive Dashboard to ensure that information is correct and user friendly.
- Data updates since last meeting:
 - Key Performance Indicators of Accountability
 - Applied and Enrolled counts during registration
 - Next meeting dates: February 17, March 24 and April 21, 2017
 - Adjournment – The meeting adjourned at 9:35 a.m.