- Welcome

- Review of committee attendance and title check

		Present	Not present
Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation		
Jeanne Ballard	Assistant Director of Financial Aid		
Jim Binion	Institutional Support Specialist		
Dona Crow	Administrative Assistant/Counseling		
Shana Drury	Associate Dean of Instructional Services		
Christina Feldman	Director of Continuing Education		
Marian Grona	Director of Library Services		
Linda Haney	Administrative Assistant /Instructional Services		
Ivy Harris	Director of ERP/SIS		
Mark Holcomb	Division Chair - Information and Technology, Industrial Automation Instructor		
Bettye Hutchins	Instructor - History		
Joe Johnston	Division Chair – Communications, English Instructor		
Criquett Lehman	Director of Student Success Pathway		
Deana Lehman	Director of PASS Department/Coordinator of the Office for Students with Disabilities		
Amanda Raines	Director of Admissions and Records		
Michael Ruhl	Instructor - Biology		
Maria Servin	Assistant Registrar		
Rebecca Watkins	Instructor - ADN		
Dr. Donnie Kirk	Director of Quality Enhancement, Speech Instructor		
Dr. Brad Beauchamp	Core Curriculum Assessment, Math Instructor		
Amber Hunsaker	Coordinator of Tutoring Center		
Anna Martin	Administrative Assistant /Institutional Effectiveness		
Mindi Flynn	Business Office Manager		
Melissa Elliott	Director of Financial Aid		
Michelle Downes	Administrative Assistant – Instructional Services		
Kelly Peterson	Student Success Specialist		
Rachel White	Recruiting Coordinator		
Betsy Harkey, Chair	Chair, Director of Institutional Effectiveness		
Dr. Dusty Johnston, ad hoc member	President		

- Approval of October 13, 2017 minutes (Exhibit A, Action Item)

- Assessment/Report Calendar and Glossary
  -2016-2017 completed communication forms collection will be audited beginning in March
  -2017-2018 completed communication forms collection in process

- Updates to Key Performance Indicators of Accountability (KPIAs) and related Benchmarks are prioritized as needed for SACSCOC Compliance Certification Report and as requested. http://www.vernoncollege.edu/KPI-Home
  -Review of SACSCOC Federal Requirement 4.1 (FR 4.1) – Student Achievement (Exhibit B)

  ➢ Course Completion Success
  ➢ Graduation, Persistence, and Retention

- ➢ Licensure-Certification
- ➢ Non-Transfer Completers and Transfer
- ➢ Placement and Completion

- Mapping of Student Success Efforts – next report, February 2018
    -Quality Enhancement Plan – Dr. Donnie Kirk
    -Student Learning Outcomes Measures – Dr. Brad Beauchamp
    -ERP/SIS and Student Success Pathway – Ivy Harris and Criquett Lehman

- Data update since last meeting:
  - KPIAs updated to ensure most current information for FR 4.1.

- SACSCOC discussion – Questions?

- Spring meeting dates: February 16, 2018, March 23, 2018, and April 13, 2018

- Adjournment