

**Student Success Data Committee
Draft Minutes
October 13, 2017
9:00 a.m.
Vernon 204 and CCC 712**

- Welcome – The meeting was called to order at 9:00 a.m. by Betsy Harkey, chair.
- Review of committee attendance and title check

		Present	Not present
Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation	X	
Jeanne Ballard	Assistant Director of Financial Aid		X
Jim Binion	Institutional Support 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	Administrative Assistant /Instructional Services		X
Ivy Harris	ERP/SIS Coordinator		X
Mark Holcomb	Division Chair - Information and Technology, Industrial Automation Instructor	X	
Bettye Hutchins	Instructor - History	X	
Joe Johnston	Division Chair – Communications, English Instructor	X	
Criquett Lehman	Director of Student Success Pathway	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
Rebecca Watkins	Instructor - ADN		X
Dr. Donnie Kirk	Director of Quality Enhancement, Speech Instructor	X	
Dr. Brad Beauchamp	Core Curriculum Assessment, Math Instructor	X	
Amber Hunsaker	Coordinator of Tutoring Center	X	
Anna Martin	Administrative Assistant /Institutional Effectiveness	X	
Mindi Flynn	Business Office Manager		X
Melissa Elliott	Director of Financial Aid	X	
Michelle Downes	Administrative Assistant – Instructional Services	X	
Kelly Peterson	Student Success Specialist	X	
Rachel White	Recruiting Coordinator	X	
Betsy Harkey, Chair	Chair, Director of Institutional Effectiveness	X	
Dr. Dusty Johnston, ad hoc member	President	X	
Kazzera Cox	Student Government Representative	X	

- Approval of September 15, 2017 minutes (**Exhibit A, Action Item**) – Marian Grona made the motion to approve, seconded by Rachel White, the motion passed.
- Assessment/Report Calendar and Glossary (**Exhibits B and C, Action Items**)
 - Approval of 2017-2018 Assessment/Report Calendar – Criquett Lehman made the motion to approve, Deana Lehman seconded, the motion passed.
 - Approval of 2017-2018 Glossary – Shana Drury made the motion to approve, Michael Ruhl seconded, the motion passed.
 Both documents will be shared with the College Effectiveness Committee in October and the Board of Trustees in November.

-2016-2017 completed communication forms still in collection process

- Approval of History of Vernon College Focus on Student Success (Exhibit D, Action Item)- Michelle Alexander made the motion to approve, Jim Binion seconded, the motion passed.
The document will be shared with the College Effectiveness Committee in October and the Board of Trustees in November.
- 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>
- Mapping of Student Success Efforts
 - Quality Enhancement Plan – Dr. Donnie Kirk (Exhibits E-K)
 - Student Learning Outcomes Measures – Dr. Brad Beauchamp (Exhibit L)
 - Title III, ERP/SIS and Student Success Pathway – Ivy Harris and Criquett Lehman (Exhibits M-Q)
- Vernon College Effectiveness Questionnaire will be shared with the Board of Trustees in November. – Dr. Johnston reminded committee members to review and use the Questionnaire as part of the planning and assessment process.
- Data update since last meeting:
 - Program/Discipline Grade Information completed October 12, 2017; Majors and Completers will be provided in late October
- Next meeting date: November 10
- Adjournment – The meeting was adjourned at 9:50 a.m.