

**Student Success Data Committee
Draft Minutes
September 15, 2017
9:00 a.m.
Vernon 204 and CCC 712**

- Welcome – The meeting was called to order by Betsy Harkey, chair at 9:05 a.m.
- Review of committee membership and charge <http://www.vernoncollege.edu/governance-thru-committees>
- 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	
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	

- Assessment/Report Calendar and Glossary
 - 2016-2017 completed communication forms still in collection process
 - 2017-2018 edits to Assessment/Report Calendar and Glossary were due September 13th. Draft documents will be emailed for Committee review by Monday, September 18, 2017
- Key Performance Indicators of Accountability (KPIAs) and related Benchmarks <http://www.vernoncollege.edu/KPI-Home>

Betsy provided an update of the status of each KPIA and Benchmark as of 8:00 a.m. on September 15th. Several will use KPIAs and Benchmarks for SACSCOC Compliance Certification evidence. To help prioritize KPIA document updates, contact Betsy.

- ✓ Budget Revenue and Expenditure – need IPEDS fiscal year 2015 (AY 2014-2015) and Vernon College info
 - ✓ Community College Survey of Student Engagement – need 2017 data
 - ✓ Continuing Education Contract Training for Business and Industry – data received, just need to update document
 - ✓ Continuing Education for Funded Contact Hours – data received, just need to update document
 - ✓ Course Completion Success – up to date
 - ✓ Enrollment – needs POISE and THECB Accountability data
 - ✓ Financial Aid – data and IPEDS most recent available, just need to update document
 - ✓ FTE Student/FTE Faculty – need THECB Accountability data
 - ✓ Graduation, Persistence and Retention – need THECB Accountability and POISE data, also testing Title III data
 - ✓ Licensure/Certification – KPIA up to date
Benchmark needs to be changed to 85% to match Perkins changed Program Measures Target (**Exhibit A, Action Item**) – Deana Lehman made the motion to approve the change, second by Mindi Flynn, motion passed.
 - ✓ Milestones/Success Points – need THECB Accountability data
 - ✓ Percent of Contact Hours Taught – need THECB Accountability data
 - ✓ Placement/Completion – up to date with most recent Perkins Data Measures
 - ✓ Service Area High School Students who go to College – need THECB data
 - ✓ Survey of Entering Student Engagement – up to date with most current data available
 - ✓ Non Transfer Completers and Transfer – need THECB Accountability data
- Mapping of Student Success Efforts
-October agenda reports:
 - Quality Enhancement Plan – Dr. Donnie Kirk
 - Student Learning Outcomes Measures – Dr. Brad Beauchamp
 - Title III, ERP/SIS and Student Success Pathway – Ivy Harris and Criquett Lehman
 - History of Vernon College Focus on Student Success
-A draft of most recent document additions will be emailed on Monday, September 18, 2017 for review and input. The document will be finalized in time to present at the October Board of Trustees meeting.
 - Vernon College Effectiveness Questionnaire
-2017 summary results were emailed on Monday, September 11th. Results should be used when appropriate in Annual Action and Institutional Effectiveness planning and final summary process.
 - 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 College Effectiveness Committee serves as the SACSCOC Team for this process. The SACSCOC Leadership Team consists of Dr. Dusty Johnston, Vice President of Instructional Services, Bettye Hutchins, Dr. Donnie Kirk and Betsy Harkey. Criquett Lehman will chair the on-site host committee.

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
- **Advisory visit, Dr. John Hardt, January 24, 2018**
- **Compliance Certification due, March 1, 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

- Data updates since last meeting:
 - Applied and enrolled comparisons spring, July and August
 - Fall terms data frozen on September 7, 2017 for Fall and Fall I 2017 Count Day Snapshot and baseline. Count Day Snapshot draft was emailed for review and comment on September 13 and will be finalized on Monday, September 18. The document will be presented to the Board of Trustees in October.
 - Applied not enrolled contacts – Rachel White sorts from POISE and periodically contacts potential students who have applied not enrolled. She will be contacting again those who applied for Fall 2017 and did not enroll. She will also begin contact with Fall 2018 applicants.
 - Majors information to Instructional Services posted in share drive.
 - Program/Discipline Grade Information due September 15, 2017; Majors and Completers will be provided in late October
- Next meeting date: October 13 and November 10
- Adjournment – The meeting was adjourned at 9:44 a.m.