

**Student Success Data Committee  
Minutes  
January 19, 2018  
9:00 a.m.  
Vernon 204 and CCC 712**

- Welcome
- 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	Director of ERP/SIS		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	Coordinator of Instructional 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

- Approval of October 13, 2017 minutes (**Exhibit A, Action Item**) – Deana Lehman made the motion to approve, second by Rachel White, the motion passed.
- 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
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- 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? – Betsy reviewed the status, timeline, and schedule for submitting the SACSCOC Compliance Certification Reaffirmation Report. She also reviewed the schedule for the SACSCOC Advisory Visit with Dr. John Hardt on January 23 – 25, 2018.
  
  - Spring meeting dates: February 16, 2018, March 23, 2018, and April 13, 2018
  
  - Adjournment – The meeting adjourned at 9:35 a.m.