

**Student Success Data Committee  
Minutes  
February 16, 2018  
9:00 a.m.  
Vernon 204 and CCC 712**

- Welcome – The meeting was called to order at 9:03 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	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 January 19, 2018 minutes (**Exhibit A, Action Item**) – Motion by Criquett Lehman to approve, second by Dona Crow, 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 is moving up on the priority list. Contact Betsy with data needs to help determine which <http://www.vernoncollege.edu/KPI-Home>

- Mapping of Student Success Efforts – (Exhibits)
  - 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:
  - Spring and Spring I course and student information has been sorted from POISE. The next step will be to create a Spring and Spring I 2018 Count Day Snapshot
- Annual Action Plans 2018-2019 due March 1<sup>st</sup>. Data should be used in Statement of Need section.
- SACSCOC discussion – deadlines and website updates
- Spring meeting dates: March 23, 2018, and April 13, 2018
- Adjournment – The meeting was adjourned at 9:35 a.m.