

**Student Success Data Committee
Minutes
September 21, 2018
Vernon 204 and CCC 712**

- Welcome – The meeting was called to order by Betsy Harkey, chair at 9:02 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	
Dr. Brad Beauchamp	Coordinator of Instructional Assessment, Math Instructor		X
Jim Binion	Institutional Support Specialist	X	
Dr. Elizabeth Crandall	Vice President of Instructional Services	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	
Thomas McNeely	English Instructor	X	
Amanda Raines	Director of Admissions and Records	X	
Michael Ruhl	Instructor - Biology	X	
Maria Servin	Assistant Registrar	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

- Approval of March 23, 2018 minutes (**Exhibit A**) – Motion by Jeanne Ballard to approve, second by Bettye Hutchins, motion passed.
- Assessment/Report Calendar and Glossary
 - 2017-2018 completed communication forms still in collection process
 - 2018-2019 edits to Assessment/Report Calendar and Glossary are due. Draft documents will be emailed for Committee review by October 5, 2018
- Key Performance Indicators of Accountability (KPIAs) and related Benchmarks <http://www.vernoncollege.edu/KPI-Home>

- ✓ Budget Revenue and Expenditure – updated and posted to website
 - ✓ Community College Survey of Student Engagement – updated and posted to website
 - ✓ Continuing Education Contract Training for Business and Industry – 2017-2018 data will be available in October
 - ✓ Continuing Education for Funded Contact Hours – 2017-2018 data will be available in October
 - ✓ Course Completion Success – needs POISE data
 - ✓ Enrollment – needs POISE data
 - ✓ Financial Aid – updated and posted to website
 - ✓ FTE Student/FTE Faculty – updated and posted to website
 - ✓ Graduation, Persistence and Retention – needs POISE data
 - ✓ Licensure/Certification – updated and posted to website
 - ✓ Milestones/Success Points – updated and posted to website; Benchmark continues as TBD
 - ✓ Percent of Contact Hours Taught – needs THECB Accountability data
 - ✓ Placement/Completion – updated and posted to website
 - ✓ Service Area High School Students who go to College – needs THECB data
 - ✓ Survey of Entering Student Engagement – updated and posted to website
 - ✓ Non Transfer Completers and Transfer – need THECB Accountability data
- Mapping of Student Success Efforts
 - Quality Enhancement Plan – Dr. Donnie Kirk
 - Student Learning Outcomes Measures – Dr. Brad Beauchamp (October)
 - ERP/SIS and Student Success Pathway – Ivy Harris and Criquett Lehman (Exhibit B) Criquett presented information for both the ERP/SIS and the Student Success Pathway.
 - History of Vernon College Focus on Student Success
 - Contributions to document are due. The document will be finalized in time to present at the October Board of Trustees meeting.
 - Vernon College Effectiveness Questionnaire
 - 2018 summary results were emailed on September 8th. Results should be used when appropriate in Annual Action and Institutional Effectiveness planning and final summary process. (Exhibit C)
 - SACSCOC Compliance Certification (10 year report) update – Reminder - The College Effectiveness Committee serves as the SACSCOC Team for this process. The SACSCOC Leadership Team: Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice President of Instructional Services; Bettye Hutchins, Faculty Liaison; Dr. Donnie Kirk, Quality Enhancement Plan; and Betsy Harkey, SACSCOC Liaison. Criquett Lehman is Chair of the Onsite Host Committee. Countdown to Onsite Visit – 32 days until Onsite Committee arrives
 - ✓ Travel and Special Arrangements forms are being received. Anna Martin is compiling the information on a table for the Host Committee
 - ✓ Approximately two weeks prior to visit, Betsy will receive the schedule from the Onsite Committee Chairman
 - ✓ October 22 – Arrival of Onsite Committee members to Wichita Falls airport; Skills and CCC visits
 - ✓ October 23 – Compliance Certification Reaffirmation Report interviews on Vernon Campus
 - ✓ October 24 – QEP Day and Reaffirmation Report interviews on Vernon Campus
 - ✓ October 25 – Exit interview with VC SACSCOC Leadership Team and possibly others as presented in schedule; Party at Betsy’s house (bring your own food and drink ☺)

Betsy also discussed the pre-work site visit documents compiled to assist with off-site location tours and other questions from the SACSCOC On-site Committee.
 - Other Data updates
 - ✓ Program Discipline Evaluation – Grade Distribution, Placement and Completion, Majors, and Completers
 - ✓ Fall and Fall I 2018 Count Day Snapshot – working on POISE data questions
 - Next meeting dates: October 12 and November 16

- Adjournment – the meeting was adjourned at 9:37 a.m.