

**Vernon College
Retention and Completion
Improvement Task Force**

Date: August 10, 2010

Members:

Mark Holcomb, Chair	Jeff Feix
Michelle Alexander	LeAnn Jordan
Brandi Ballard	Teresa Ramos
Mike Ruhl	Bradley Beauchamp
Larry Jordan	Jessica Sutherland
Kristen Harris	Jeanne Ballard

Purpose: To review current policies, procedures, processes, practices, timelines, and functions and to make suggested additions, deletions, and changes to ensure effectiveness as indicated by increased retention and completion rates.

Specific Charge:

- Review all current policies, procedure, processes, practices, timelines, and functions.
 - Produce an outline which defines current procedures, processes, practices, timelines and functions including:
 - Responsible party or department
 - Specific functions for accomplishment
 - Detailed practices to ensure accountability of the process or practice.
 - Produce a table outlining current Vernon College retention and completion data that is available from all possible sources.
- Review policies, procedures, processes, practices, timelines, and functions of similar Texas community colleges.
- Identify barriers in present policies, procedures, processes, practices, timelines, and functions to effectiveness and student friendliness.
- Develop additions, deletions, and changes to current policies, procedures, processes, practices, timelines, and functions to enhance retention, completion, effectiveness and student friendliness.
 - Specifically explore the coordination of various components of the college to enhance student retention and completion
 - Specifically develop a detailed retention and completion strategy map which includes defined functions of each component of the college including goals for each strategy
- Draft new policies, procedures, processes, practices, timelines, and functions clearly and concisely so they will be easily understood by employees, students, and community members.
- Submit a final draft of recommendations to the administrative team for review.

- Complete prior to December 1, 2010 to be ready to begin phasing new processes in Spring 2011 and full implementation for Fall 2011.

Task Force Chairperson functions:

- Initiate initial task force meeting and develop subsequent meeting review and meeting schedule
- Clearly articulate the purpose and specific charge to task force members
- Establish guidelines for meetings to ensure effectiveness
- Facilitate thorough review and discussion
- Ensure that notes or minutes are kept to assist the development of additions, deletions, and changes
- Ensure completion of draft recommendation and submission to administrative team