

**Student Success Data Committee
Minutes
March 23, 2018
10:00 a.m.
Vernon 204 and CCC 712**

- Welcome – The meeting was called to order by Betsy Harkey, Chair, at 10:01 a.m.
- 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 - proxy	
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 February 16, 2018 minutes (**Exhibit A, Action Item**) – Michelle Alexander made the motion to approve, Mindi Flynn seconded, the motion passed.
- Assessment/Report Calendar and Glossary
 - 2016-2017 completed communication forms collection are under audit
 - 2017-2018 completed communication forms collection in process
 - *REMINDER – NAME ALL COMMUNICATION FORMS THE SAME AS LISTED IN THE CALENDAR!!!-**
 - Betsy reminded the committee members to use the current year forms.

- 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 – next report will probably be during Summer 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:
 - Spring and Spring I course and student information were sorted from POISE. Creating a Spring and Spring I 2018 Count Day Snapshot is on the to do list. If you have need of the information in the near future please contact Betsy.
- Annual Action Plans 2018-2019 and Institutional Effectiveness Plans 2017-2018 – review of Statement of Need, Assessment Methods and Data
 - ✓ Facilities (Exhibit B)
 - ✓ Institutional Improvement (Exhibit C)
 - ✓ Personnel (Exhibit D)
 - ✓ Technology (Exhibit E)
 - ✓ Institutional Effectiveness Plans 2017-2018 (Exhibit F)
- SACSCOC update – The Vernon College Compliance Certification Reaffirmation Report is currently under review and should be completed by the Off-site Committee at the end of April. We will receive notification of the results by early June. There is a detailed review process of the Off-site Committee findings prior to sending to Vernon College.
- Spring meeting date: April 13, 2018
- Adjournment – The meeting adjourned at 9:25 a.m.