



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

DECEMBER 10, 2014

8:30 AM – 9:30 AM > VC MCW-312

MEETING NOTES

Attendance: Michael Callahan, John Cooney, Dave Fuhrmann, Lisa Hopper, Lisa Putnam, Mike Rose

1. Review Meeting Notes of 11/12/14
The notes were approved.
2. Enrollment Management Report
Mike and John reviewed the idea of developing the Enrollment Management report into a suite of reports that are generated at different specified times. They identified different needs for the beginning of the semester, during the semester, and at the end of the semester. The first report will be comparable to the current Excel spreadsheet. Mike, Bill, and John have been working in conjunction with Karen King to develop the data side and build views. The views will allow the user to run the report with current data and there will be the ability to utilize the dashboard within Argos. The group discussed. Mike will put together screen shots and send to the group, including Dave Keebler, for review.
3. Perceptions Survey - Finalize
The group discussed the employee and student surveys. It was decided that the surveys should remain uniform for each location. A time frame of February 15 through March 15 was felt to be best for the student survey with the employee survey being posted to the portal during the first two weeks of March. Survey Monkey will be used and once DCAP gives final approval, Michael will build the online surveys. It is anticipated that this will be presented at DCAP in January. Dave will recommend that IRAC tally the information. Dave requested that everyone review the surveys and send their feedback to the group by December 19. Dave will present the surveys to Cabinet next week and ask the Presidents to review. Dave will check with Michael Shanahan regarding under age respondents. The group also discussed special populations and how to distribute effectively with the possibility of surveying these populations first.
4. Other Business
Lisa P mentioned that the Student Score Card presentation should be on the agenda for the January Board meeting and her understanding is that the format will be the same as last year, with the college Presidents presenting.
5. Next Meeting
The next meeting is scheduled for January 21, 2015.