



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

MARCH 18, 2015

8:30 AM – 9:30 AM > VC MCW-312

**MEETING NOTES**

Attendance: Connie Baker, Dave Fuhrmann, John Cooney, Lisa Hopper, Lisa Putnam, Mike Rose, Pamela Yeagley

Guests: Romelle Renner, Rupinder Bhatia

1. Review Meeting Notes of 02/18/15  
The notes were approved.
2. Perceptions Survey - Final Review  
Rupinder requested input before completing the survey set-up process. In the student survey, the campus services satisfaction question is a split level question and is difficult to set up in Class Climate. It was agreed to split it into two questions. Per the comments from DCHR, Rupinder can add a drop down list for the major codes to clarify the choices. DCHR also suggested the use of EEO categories in the employee surveys and it was agreed that it would be more useful for HR. Adding an option to the gender question to decline to answer was discussed; the question could also be left blank for students who don't wish to answer. Dave will consult with Michael Shanahan. The employee survey will be administered entirely online. Pamela will craft the text for the email that will contain the link to the student survey; this email will be sent to all students over the age of 17. Some classes at each college have been or will be selected to complete the survey on paper. The surveys will be printed at the District with Lisa P offering MC as a resource if needed. It is hoped that the survey will be distributed before the end of March. It was suggested to close the survey on a Sunday night, April 12, and to send a reminder on April 6. The exact dates were not decided, the schedule remains flexible. The plan for analysis of the data will be discussed at the next meeting.
3. Gainful Employment Reporting (Lisa H.)  
Romelle is participating in the Ellucian Gainful Employment Development Partner Group. The first deadline for reporting gainful employment to the federal government is July 31, 2015 for academic years 2008/2009 through 2013/2014. The deadline for reporting academic year 2014/2015 is October 1, 2015. Students who were involved in certificate programs need to be identified; students who withdrew from the programs also need to be reported. A debt to earnings ratio will be determined from the data. John shared that the infrastructure to report and disclose these numbers was built at the district level in 2011. He suggested that gainful employment reporting be centralized at the district level as opposed to individual college reporting and the group agreed. Mike mentioned that DegreeWorks has the potential to determine students' completion percentage in a

program but the viability needs to be verified. After discussion, the group asked Mike to pursue this possibility. Banner forms SRAGECR and SFAPCLR were discussed as forms that would be involved and access needed. Romelle will discuss the needed security access with Deborah LaTeer. Lisa H. suggested forming a sub-committee to handle the details. Since the reporting falls under Financial Aid, Romelle will ask FA for a volunteer to sit on the committee. Lisa P., Lisa H., and John will be on the committee with Rupinder attending as needed for technical support. Romelle will coordinate the first meeting.

4. Institutional Effectiveness Partnership Initiative/ System Goals Reporting – Update  
Pam is attending a workshop tomorrow. MC is sending three staff people to a workshop in Bakersfield next week. There is one more workshop being offered at the College of the Canyons. EPI teams will also be sent to individual sites to work directly with the colleges if the colleges request it.
5. Track Success and Completion for Special Populations – Update  
This item was deferred to the next meeting.
6. Asian Pacific Islander Data Disaggregation – Update  
Lisa H. requested information on how the numbers are determined. The MIS standard is used when reporting the numbers.
7. Enrollment Management Report Status  
The spreadsheet, which is the first phase, has been uploaded into Prod. Positive attendance can now be calculated based on college. There will most likely be minor adjustments needed. Some adjustments can be made on the spreadsheet itself by the user. John will maintain the report going forward. The timing for the next phase has not been determined yet.
8. Other Business
  - Pamela revisited the discussion about capturing the number of students on the wait list. Creating a report to capture the information was discussed. It was suggested to wait another semester before proceeding with a formal action.
  - Pamela mentioned tracking athletes and the semesters in which they participate in sports. After discussion, it was decided this subject is not an item for this group to address.
9. Next Meeting  
The next meeting is scheduled for April 22.