



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

AUGUST 7, 2015

8:30 AM – 9:30 AM > VC CAMPUS CENTER CONFERENCE ROOM

MEETING NOTES

Attendance: April Doud, Dave Fuhrmann, Janet Dawald, John Cooney, Lisa Hopper, Lisa Putnam, Michael Callahan, Mike Rose, Pamela Yeagley, Rocio Avina

1. Review Meeting Notes of 7/08/15
The notes were approved.
The new members were introduced.
2. Online Student Perceptions Survey open-ended questions (Pamela)
Pamela compiled results for the comment sections from the student evaluations that were submitted online. She displayed the charts and the group discussed. It was suggested that the results could be used as a baseline for future survey results. Identified issues that come out of the results can be shared with the campuses. Sharing the results with the Chancellor's Cabinet was also discussed. How best to compile the results of the on-ground surveys was discussed. The software that Pamela used may have challenges with reading handwriting as well as reading a pdf format. It was suggested that the campuses could use the same format and compile the results locally. There is no time frame for presenting the results to the Board.
3. Gainful Employment
John described the two different parts of gainful employment; website disclosure which is handled by the researchers, and reporting. The group discussed changing the process currently used for reporting. The next submission is in October. It was suggested to tighten up the calendar by a week before the due date for October. After the October deadline, the submission deadlines will be on an annual basis. Discussion on a change to the process will continue at the next meeting. Romelle and the Financial Aid Officers will be invited.
4. District-wide Data Governance
Dave has reviewed several documents as examples of data governance documentation and found one that seemed the most applicable. The group agreed with the time-line that Dave proposed. The discussion will continue at the next meeting.
5. District-wide Data Handling
Dave shared a data classification and storage chart from Cerritos College, requesting feedback. The chart divides data into different levels based on security levels. The group discussed. Dave will use this document to make modifications

relevant to VCCCD. Discussion will continue at the next meeting. At some point, the Registrars will be invited into the discussion since they are the keepers of the student data. It was suggested that the Financial Aid Officers also be consulted for input.

6. Other Business

There was no other business.

7. Next Meeting

The next meeting is scheduled for Thursday morning 9/10 at 8:30 AM