



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

MARCH 11, 2016

8:30 AM – 9:30 AM > VC CCC Room

**MEETING NOTES**

Attendance: April Doud, Dave Fuhrmann, John Cooney, Lisa Branton, Lisa Hopper, Lisa Putnam, Michael Callahan, Mike Rose, Pamela Yeagley, Phillip Briggs  
Guests: Dave Anter, Joel Diaz, Arlene Reed, Linda Robison, Michelle Hamrick

1. Review Meeting Notes of 02/10/16  
The notes were approved.
2. BOGW Academic Progress (Input from FA Officers and Registrars)  
In preparation for the Banner upgrade that would handle the BOGW academic progress, the group discussed implementation, process after implementation, and the staff who would be involved. The upgrade is expected to be available by April 1 and testing will commence as soon as possible. The time line to be ready by fall is short even if the upgrade is delivered by the expected date. May 14 is the targeted implementation date. The Financial Aid Officers should be involved in the testing. The regulation for the foster youth population was discussed as being somewhat vague in whether both confirmed and self-identified foster youth are included. Joel noted that the regulation specifies data from the prior four primary terms are to be used for determining priority registration and currently VCCCD only uses the prior three terms. Mike shared that the upgrade is expected to track the audit history for four primary terms. The goal is to be ready to move forward as soon as the upgrade is ready. The CALB upgrade and potential changes were discussed in relation to BOGW enrollment fee waiver. John will take the lead on organizing a project group consisting of the Financial Aid Officers and the Registrars who will meet to begin discussions on how to handle this area. The Ellucian solution center has offered some recommendations that can be considered.
3. Gainful Employment Banner Set-up (Input from FA Officers)  
After reconsideration, John proposed that the reporting be handled by the District office instead of at the campus level. He suggested that he handle the task in a similar manner as the MIS reporting; extracting the data, sharing the data for confirmation, and then submitting the data. This process would occur once a year on the first of October. He requested assistance with the setup which he projected would require one day. If the front end is set up correctly, the process should flow smoothly. He will contact the staff who should be involved in the process and schedule a meeting. Lisa P. suggested that he include the staff who enter the data in order to have their perspective and improve consistency. The Financial Aid officers and researchers will also be included.

4. Data Security
  - a. VPN Access

Currently, ATAC needs to approve staff requests for VPN access. Dave will present the request for the researchers to have access. VPN access is more secure than other methods currently used to work off-site.
  - b. Draft SOP for Data Handling

Dave shared that the top two areas in data breaches have been identified as finance and education. A standard operating practice for VCCCD is being developed to help guard against data breaches. For security reasons, the details will not be published publically. Dave discussed the use of encrypted hard drives and flash drives. Encryption will also be added to the researchers' laptops and other devices. MC has purchased devices with federal encryption and April showed the group her encrypted flash drive. Security and convenience are at opposite ends of the technology spectrum and it is hoped that some middle ground can be achieved to provide robust security without interfering with work efforts. Other committees such as ATAC and the Chancellor's Cabinet will be involved in the process of developing the SOP.
5. Perception Survey Results – April DCAP meeting

The text responses regarding sexism, racism, and other forms of harassment were discussed in relation to what format would be best utilized to share this information and identify what improvements might need to be addressed. Once completed, it will be shared with the committee members for a final review.
6. Tableau - Next Steps

Dave is working on scheduling training. He will have more information on the dates once he has further discussion with the representative from Tableau.
7. Data Warehouse Update

John shared that he is expecting the BI assessment from Strata Information Group soon and that it might be more Banner focused. Dave mentioned that he has requested a more generic assessment.
8. Enrollment Management Dashboard

John, April, and Philip have met regarding the Dashboard. April will combine the information and create a centralized dashboard. Mike suggested that there are already some views created that could be useful. It has been agreed to start with simplicity, and then assess and adjust as needed. There are other tools that could be used in conjunction with Tableau. The Dashboard will be presented to this committee for review and then presented to managers.
9. Other Business
  - Lisa Putnam inquired about when Argos training might be scheduled; Dave will follow up with the vendor today.

- Lisa Hopper reported that the scorecard information was submitted to the state after the Board interaction. The final version of this year's scorecard will be available at the end of this month.
- The budget for the additional Class Climate stations and software was approved yesterday and the purchase order is in process. Online training is included. The training will be recorded for future use.
- The data cleanup for gainful employment is in progress. John believes that both MC and VC are close to being finished.

10. Next Meeting

The next meeting is scheduled for Friday, April 15. The group agreed to move the meetings from Wednesdays to Fridays, at the same time, 8:30AM. Meeting at the Fire Academy in Camarillo will be explored as an optional location.