VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE
APRIL 15, 2016
8:30 AM – 9:30 AM ➤ DAC LAKIN BOARDROOM

MEETING NOTES

Attendance: April Doud, Cynthia Herrera, Dave Fuhrmann, John Cooney, Lisa Branton, Lisa Hopper, Lisa Putnam, Michael Callahan, Phillip Briggs, Rick Post, Rocio Avina

1. Review Meeting Notes of 03/11/16
   The notes were approved.

2. DCAP Strategic Plan Subcommittee Update (Rick Post)
   Rick explained that the District needs to develop a strategic plan that reflects all three of the colleges existing strategic plans. It will be a three year plan that will be reviewed by DCAP on a regular basis. He anticipates that substantial progress will have been made in time for the June Board meeting and that the Board will be presented with a fairly good template that they can use. John and Phil are members of the subcommittee. John mentioned that one focus is to establish accomplishable and measurable goals. The group discussed specific issues including how student success requirements would interlink with the plan. Rick suggested that student success issues would be part of the action plan and requested that John take note of that for the next subcommittee meeting.

3. District-wide Research Agenda Development (Rick Post)

4. BOGW Academic Progress
   John shared that the Registrars, Rupinder, Mike, and John are working on this project with Mike as the lead.

5. Data Security
   - VPN Access for Researchers from ATAC
     ATAC approved at the April meeting. There are security requirements that will need to be met.
   - Draft SOP for Data Handling
     Dave is working on the draft for the SOP. Dialogues with staff will start over the summer. Determining which staff have sensitive data on their computers will be handled by a sweep of the district computers. Dave showed a device with an encrypted hard drive that he will be ordering for the committee members. He anticipates the entire project to be a two year process.

6. Tableau – Training
   Dave requested confirmation from the group that the training should be scheduled in June. The group confirmed and Dave will contact the vendor.

7. Data Warehouse Update
   John shared that the consultants are working on their recommendations. Due to other projects, Dave informed the group that the project may have to be delayed until July.

8. Enrollment Management Dashboard Update
   Phil, April, and John demonstrated the dashboard. John explained the need to keep the navigation simple and to store the dashboards in the same location. SharePoint was suggested. The group discussed the need to have two people available when first demonstrating it to users; one person to navigate and one person to explain the content. Rick suggested that the VPs and the Deans should be involved. During the discussion, the use of the terminology 'concurrent' for high school students taking college courses and was discussed. Rick explained that there is a misunderstanding regarding dual enrollment and will be addressing that issue. Also discussed was AB288. Rick encouraged the group to contact him should they hear that clarification is needed. John suggested that the enrollment management dashboard be reviewed at each meeting. Discussion is needed regarding privacy/security issues such as instead of pulling the students' date of birth, have it translated into ages. He suggested inviting the Registrars to the meetings to be involved in the privacy/security discussions.

9. Other Business
   - Dave will send the information for the proposed three days of onsite Argos training to Lisa Putnam since he will be on vacation. This will be advance, undefined training which will be determined by this group, specifically to assist with specific reporting needs.
   - Dave shared that Nan has been hired in the Technical Data Specialist position at the District. He discussed hiring a provisional to work on Argos.
   - Dave is ordering two more licenses for ClassClimate Designer per the expressed need from Pamela and Lisa Putnam.

10. Next Meeting
    The next meeting is scheduled for May 13. If needed, due to end of semester timing, the meeting can be postponed.