



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

MAY 13, 2016

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

MEETING NOTES

Attendance: Dave Fuhrmann, Dave Keebler, John Cooney, Lisa Branton, Lisa Putnam, Michael Callahan, Mike Rose, Phillip Briggs, Rick Post, Rocio Avina

1. Review Meeting Notes of 04/15/16
The notes were approved.
2. Institutional Effectiveness Report
The group reviewed the report. Lisa explained that she updated the numbers and the terminology. She requested input on the bar for goals that she had added in front of the other bars in the course completion rates chart and the group agreed it was appropriate. Dave Keebler suggested adding an explanation that the data is older and that trends are represented so that the readers would have a better understanding of the context. It was suggested to add FTES to the productivity chart. It was discussed to use the percentage of change instead of the numbers, perhaps adding a graph. Lisa will adjust the report and email to the group for review. Since it is VC's turn to present to the Board, Dave asked if Phil would be interested in presenting in June.
3. DCAP Strategic Plan Subcommittee Update
Rick distributed a handout with the draft VCCCD strategic goals and objectives with corresponding action plans. The group reviewed and discussed. It was suggested that Dave send Rick detail regarding the implementation of OEI related software such as Canvas to be included in the action plan section. Rick will include and send back to the committee for review. When ready, Rick will present to the Strategic Goals and Objectives to the Board.
4. BOGW Academic Progress
Mike shared that after several meetings, it was concluded that the standing rules are basically fine and supportable as is. The new Banner CALB code should be ready at the end of the month for testing. The various groups involved will meet again at that point to discuss. One issue is the need to send a message to students who are in danger of losing their BOGW that includes information on how to find the help they may need such as tutoring services.

5. Training Update

- Argos
Argos training is scheduled for the week of June 6 at the District office.
- Tableau
Dave is working with Tableau to schedule consultants to be onsite for ten days. There will be different levels of training and Dave asked the group to let him know what should be on the agenda such as training, consulting, creating reports, etcetera. Dave asked for clarification on a request for remote access to Tableau. John specified that it was for total public access and Dave responded that permissions would need to be set in order to prevent access to private data. Dave will follow up with IT staff.

6. Enrollment Management Dashboard Update

John shared that there is now a SharePoint location for the dashboard and development continues. The targeted audience is for users who won't spend much time navigating through the dashboard and that the data should be easy to access without a lot of drilling down. An alert can be added that would notify users that there has been an update to a report.

7. Self-Appraisal Review

The summary and detailed self-appraisal results were reviewed. The general opinion was that the committee has been effective.

8. Other Business

Michael asked about the common assessment initiative. Dave is working to form a task force. OC will be involved in the first phase of implementation. There was a state sponsored seminar that was attended by staff including Michael Alexander. Clarification is needed on the requirements. Dave will schedule a meeting in June at the latest to share information and work on moving forward with the project.

9. Next Meeting

The next meeting will be scheduled during the Argos training, possibly Thursday, June 9.