



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

OCTOBER 14, 2016

8:30 AM – 9:30 PM ➤ DAC LAKIN BOARDROOM

**MEETING NOTES**

Attendance: April Doud, Dave Fuhrmann, Eric McDonald, John Cooney, Michael Callahan, Mike Rose, Phillip Briggs, Rick Post, Rocio Cervantes, Sunny Le  
Guest: Holly Correa

1. Review Meeting Notes of 07/15/16  
The notes were approved.
2. DCAP Strategic Plan Subcommittee Update  
Rick noted that the Presidents have been asked to nominate staff and faculty from each campus to be on the subcommittee. Only one name has been received to date and a reminder was sent out yesterday.
3. Economic Development Projects (Holly Correa)  
John introduced Holly to the group. John is her primary data resource relating to grants, but if he isn't available, she can contact others in this group for data needs. Holly shared information about a couple of grants currently in the application process such as Title II and the Workforce Innovation and Opportunity Act.
4. Gainful Employment Reporting Criteria  
John explained that the reporting for 2016 is completed and was somewhat difficult due to how certificates are awarded. Certificates can be awarded to students who did not actively pursue them, but managed to complete the requirements while pursuing a degree or other course of study. It was discerned that the reporting only needs to include students who actively pursue the certificates. The process is now in place for future reporting.
5. Tableau
  - a. Additional Training Update  
There was no update on training and Dave asked the group to think about whether additional training is needed.
  - b. Workbook Sharing Update  
This item was deferred.
6. BOGW Academic Progress Update  
Most of the processes are in place and working well. Rick requested the data on this which will come from the Financial Aid Officers.

7. Enrollment Management Dashboard Update  
April and John presented the dashboard to the Chancellor's Cabinet a few months ago. They believe the dashboard is ready to share with the IRAC members for feedback and John will send a link to the group. The group discussed the use of the data in terms of course cancellations.
8. Student Equity Research Projects  
The group discussed. Rick shared that at the district level there has been positive feedback on the data and reporting. April noted that the conversation on enrollment management has changed and is tending towards looking at a ten year trend now, at least at MC. VC went back five years for reporting purposes.
9. Other Business
  - Mike Rose explained that, in the past, each semester Class Climate student surveys have been handled by the District. With the shifting and changing of IT staff resources at the district office, different ways to handle these kinds of operational tasks is being explored. IT was involved in the process due to the technical nature of creating the files to be printed. Over time, the student survey process has been streamlined, and recently, the copy centers at each campus have become involved with the printing. At some point, hopefully for spring semester, Mike envisions the campus staff managing the entire process. He suggested tabling the discussion until the campus Deans of Research are in place. At that time, it can be determined if the item is an appropriate subject for this committee.
  - Mike shared that, with the addition of Sunny and Eric, the programming staff can begin working on the backlog of tasks. He requested that he be notified of any high priority item.
  - Mike shared that Argos training will be scheduled for November.
  - April inquired as to the process to request an addition to the main data dictionary in Argos. Mike explained that the Argos data dictionary is probably not the right tool, but work is in progress to improve the VCCCD data dictionary built for the Argos views. Mike will send out an excel spreadsheet to the group for feedback.
  - The group discussed the diversity dashboard and the transference to the public server at some point. Mike Rose mentioned moving forward on working to connect Banner to Tableau again; the views were problematic in the previous attempt.
10. Next Meeting  
The next regularly scheduled meeting is November 11 which is Veterans Day, a holiday. A new date will be determined.