



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

JANUARY 20, 2017

8:30 AM – 9:30 PM > VC MCW-312

**MEETING NOTES**

Attendance: April Doud, Dave Fuhrmann, John Cooney, Lisa Branton, Lisa Hopper, Lisa Putnam, Michael Callahan, Pamela Yeagley, Phillip Briggs, Rocio Avina, Sunny Le

1. Review Meeting Notes of 11/17/16  
The notes were approved.
2. DCAP Strategic Plan Subcommittee Update  
This item was deferred.
3. Institutional Effectiveness Partnership Initiative(IEPI) report due in June  
Rick had inquired about this report. Per Lisa Putnam, it is a local campus report that IRAC monitors. John noted that he believes he has had responses to his query from all of the campus researchers. Lisa Hopper asked if there is a specific time line for this to be added to the Board agenda. Dave will contact Rick for an answer and respond back to the group.
4. Enrollment Management Dashboard Review  
John presented the dashboard to the group. The information is updated on a daily basis. He showed the marketing and outreach portion in more detail. He will be adding financial aid data per a recent request. John noted that the dashboard is at a point where access can be given to managers. A link in the portal will be created.
5. Student Perceptions Survey Revisions (Pamela and Phil)  
Phil explained that the goal is to shorten the survey and revise to eliminate questions that are no longer relevant. The group discussed the frequency of administering the survey, which was thought to originally be every three years. Also discussed was recommending to DCAP that, unless there is a specific need, it not be administered this year. The pros and cons of moving to an electronic method was discussed. Offering a gift card/pizza lottery incentive for students to complete the survey was suggested. Dave suggested engaging the campus student groups for their ideas to increase student involvement with the surveys. Dave will ask the Chancellor's Cabinet for their feedback. The group decided to keep this item on the agenda for subsequent meetings.
6. Update
  - Gainful Employment Reporting Criteria  
This is completed.

- **Tableau Workbook Sharing Update**  
The group discussed sharing reports that might benefit all campuses, saving time and effort for similar reporting needs. Lisa Putnam noted that the Registrar at VC has requested Argos reports from the Registrar at MC. John offered to copy the requested reports to the VC folder and modify as needed. He offered his assistance as a central person to contact for these requests. Dave suggested that report examples from the different campuses be shared at the next meeting. Lisa Hopper inquired if there will be Argos training available.
- **BOGW Academic Progress Update**  
John shared that this has been implemented this spring and seems to be working well. There were only a few minor issues.

#### 7. Other Business

- The scanners for the researchers have been received; the software needs to be installed. There is one license per campus. Dave will follow up with Dean and the campus IT Directors regarding the scanner and software installations. Dave and will follow up with the vendor regarding the online training.
- Dave explained that originally, the intent was to automate the Faculty Evaluation process with the campuses managing it locally. Rupinder and District IT staff have been involved up to now. Dave shared that the campuses will be asked to take over handling the process and that the researchers may be asked for assistance by their campus staff. He noted that the campus staff will be empowered to manage the process themselves, giving them the tools and instruction needed.

#### 8. Next Meeting

The next meeting is scheduled for February 10.