



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

JULY 11, 2012

8:30-9:30 AM > VENTURA COLLEGE CCCR

**MEETING NOTES**

Attendance: Michael Callahan, John Cooney, Dave Fuhrmann, Lisa Hopper, Dave Keebler, Mike Rose

1. Review Meeting Notes of 05/09/12  
There were no changes.
2. Discuss IRAC Projects List/Determine Future Projects  
John distributed the IR Projects List report and the group reviewed and discussed the items as needed.
3. Capturing Placement Rates (Lisa H.)  
Lisa reported that there was no additional information. VC and MC are involved and the question was asked if OC had interest in becoming involved.
4. Finalize/Review MIS SM Project Outcomes (Lisa H., Lisa P., John)  
John distributed the MIS Student Matriculation File Mapping document. He suggested that each of the MIS files be reviewed and updated in the same manner for easier and more accurate reporting, beginning with Course Basic. It was discussed and the group agreed.
5. Review Final Draft of DCAP/IRAC I.E. Measures (Lisa H., Lisa P., Michael, John)  
This has been completed. John reported that the feedback on the report and the collaboration during the project was positive.
6. Review Time Line for Stu2k Updates (Mike R., John)
  - a. Add XLarge  
Mike has the views ready and is close to completion. The group discussed how the report will function; there will be a check box for XLarge that, when unchecked, will generate the old report. When the box is checked, the report will include the XLarge information.
  - b. Separate PT & FT FTE
7. External Research Events and Committees  
John suggested that a list be created, maintained, and published that contains the external groups around the state in which people in this committee have membership. He will send an email to everyone requesting this information and asking if there are other external groups where there is interest in exploring how to become involved.

8. 2012 ARCC Findings Report to the Board of Trustees

Lisa would like to have the findings presented to the Board before the next draft is available to help prevent confusion. There was discussion on the process and the state rules and deadlines. Dave will mention to Sue and report back.

9. Other Business

- Dave K. inquired if anyone knew if there was someone at each campus in charge of dealing with requests from external persons to perform a study within the district involving human subjects, or if it fell under the District. After discussion, VC was the only campus that was known to have a person specifically handling this.
- Michael C. expressed concern regarding the State MIS definition of student attempted units not matching DAC's internal definition, in the context of calculating GPA. He distributed a handout with an example and explanation. The group discussed and agreed that the terminology is not consistent, having been developed internally over time. The correct information is being reported both to the state and internally. As the new data blocks are developed, there should be more consistency with terminology.

10. New Business

Lisa H. requested discussion on whether or not to continue the current process of reporting on enrollment. John explained that the snap shots are points in time and are not official. The timing of the snap shot reporting was discussed.

11. Next Meeting

The next meeting is scheduled for August 8.