



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

OCTOBER 10, 2012

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

MEETING NOTES

Attendance: Connie Baker, Michael Callahan, John Cooney, Clare Geisen, Lisa Hopper, Lisa Putnam, Mike Rose

Guest: Susan Bricker

1. Review Meeting Notes of 09/12/12
There were no changes.
2. Addition of Clare Geisen to the Committee
Per the request of the Chancellor, Clare Geisen has joined the committee. Introductions were made and John gave a brief synopsis of the committee's functions.
3. Priority Registration Update (Susan Bricker)
Susan gave an update on the status of the priority registration changes as mandated by the State. The number of units is being factored into the registration priorities. A cap has been set on the number of units; any continuing student with units over the cap would have a lower registration priority than a continuing student with units less than the cap. There is some flexibility in the cap; the Student Success Task Force has set the cap at 76 units, although it is still under discussion. Certain populations can be exempt, based on high unit majors for degree or transfer, such as Nursing and Engineering. Each campus has identified their high unit majors and a process to handle these exemptions needs to be determined. We will be required to implement the inclusion of academic standing as part of the priority level beginning Spring 2013. The complete implementation of all of the changes is 2016; allowing time to develop the needed processes and procedures for compliance. The Banner Student Project Group meets tomorrow, October 11, and this item is on their agenda.
4. Employee Survey
After discussion, the group decided to table the survey for now. Clare will take the matter to the next Cabinet meeting to determine the priority.
 - Discuss Project Lead
John recommended one of the researchers for project lead.

5. **CB 11 Action Plan**
John reviewed the handout that outlined the change in acceptable codes, and two proposed options to facilitate the necessary changes that need to be completed by the end of fall. After discussion, it was agreed that the data techs should take the lead on implementing the changes.
6. **New MIS Edit Checks**
John reviewed the handout that compared the allowable percentages of the new MIS edit checks to each campus percentage for each area.
7. **Student Success Task Force new ARCC accountability framework**
John gave an overview of the background and analysis for the recommendation from the Student Task Force for changes to the ARCC. The format of the report will be changing to be more similar to a scorecard. John proposed that an item for ARCC be added to the IRAC agenda every year in October or November. This would allow time to review the information for inaccuracies and make corrections as needed prior to the December deadline. The group discussed presenting the ARCC to the Board earlier. John will check on the submittal dates; Clare will determine when the ARCC has been presented to the Board in the past. Clare will also ask Cabinet if Board notification can be moved up as the current time line may cause some confusion.
8. **Review of Chancellor's Update Document**
John suggested adding this item to the agenda each month with the goal of better communication and understanding of what is happening in other committees. It was suggested that each member read the update before the IRAC meetings for comments and discussion as needed. John reviewed the August 2012 document.
9. **Other Business**
 - Lisa H. asked what methodology others were using for reporting ethnicity for the VCCCD Campus Fast Facts on the website. The group discussed, and it was decided to use IPEDS.
 - Lisa H. discussed FTES estimates for positive attendance. District positive attendance projections are in line with both OC and VC's analysis. John requested input on campus level positive attendance projection models.
 - Lisa H. asked about majors and programs that are not matching up in tables in Banner for students. There was discussion on the clean-up that has been in process over the last several months due to the implementation of DegreeWorks. CCCApply has been synced to the current valid program codes; incoming student records will have programs that match with valid majors. Some older records still need to be updated; students need to make that change themselves. In order for the student to utilize DegreeWorks, a valid major needs to be selected. Over time, records will be properly updated.
10. **Next Meeting**
The next meeting is scheduled for November 14.