



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

NOVEMBER 14, 2012

8:30-10:00 AM > DAC ROOM 119

**MEETING NOTES**

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

1. Review Meeting Notes of 10/10/12  
There were no changes.
2. VCCCD Master Plan Update  
Pam Eddinger has requested assistance with gathering data to help with developing a new master plan. The group discussed that external and internal sources need to be utilized. Lisa will forward an existing matrix to everyone for review. Workloads and developing a process was discussed. The goal is that by the end of spring semester there will be a document ready to be forwarded to the Board. This item will be on next month's agenda for further discussion.
3. Instant Strategic Information Tracking Educational Success Tools (Michael C)  
Michael reviewed the information on the IEBC handout and the website was viewed by the group. The use of this tool was approved by the Board the previous evening. A webinar training session will be scheduled and logins for the appropriate staff will be created.
4. IRAC ARCC Review Process and Joint Presentation (John and Lisa H)  
After a discussion, it was agreed to recommend that the presidents make the presentation to the Board in December. Lisa H. shared information regarding changes to the report. There will be a webinar on November 26 to review the changes. It was agreed to begin discussion for the next report at the January 2013 meeting.
5. VCCCD Institutional Effectiveness Report (John, Lisa H Lisa P, Michael C)  
Based on the current workload, it was decided to defer work on this report until February or March. Direction will come from DCAP. Data will be needed in June for the planning sessions.
6. SB 70 Data Reporting to CSAC Review (Lisa P, John)  
The requested information is already available as reported to MIS. The process will be similar to the gainful employment reporting process, a file is supplied and adjustments are made to it.

7. **Review of Chancellor's Update Document**  
This month's review has not been released yet.
  
8. **Other Business**  
Lisa P. shared information about a report that she had created for MC and uses as a tool for FTES. There has been some interest in this report from deans at other campuses. It is not an SDA report; it is an Excel spreadsheet that she has to manipulate each time by copying over the formulas and dropping in the data. Lisa will email the report to those who request it.
  
9. **Next Meeting**  
The next meeting is scheduled for December 12 and will be located at the DAC in room 119.