



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

JANUARY 9, 2013

8:30-10:00 AM > DAC LAKIN BOARDROOM

**MEETING NOTES**

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

1. Review Meeting Notes of 12/12/12  
There were no changes or comments.
2. FTES/FTE Calculator Demo (Connie, John, Victory)  
John demoed the calculator and it was well received. The calculator works both ways; if one variable is known, the other variable is calculated. Currently, it is not available publically; approval is needed from the appropriate people. John will send everyone the link to the test area for testing and review. The text needs to be changed from FTES to FTE.
3. VCCCD Master Plan Update  
This is a priority project. Dave and Clare will meet with Pam tomorrow, and then a special IRAC meeting with Pam will be scheduled to discuss the project. The goal is to analyze the data within the next month or so.
4. Review of Chancellor's Update Document  
Clare described the background and purpose of the Chancellor's monthly update document. It was decided that, instead of a standing agenda item, the members of the group review it independently and discuss in the meetings as needed.
5. Review Project List  
The project list was reviewed and updated as needed.
6. Other Business
  - Dave asked for feedback on a suggestion to add a co-chair to this committee. There was consensus, and Lisa P. offered to co-chair.
  - Lisa P. inquired about the progress on the upgrade to SharePoint. Victory is working on the migration and is not quite ready to move forward. Dave will ask Victory to present a quick demo to the group.
  - The new Lync phone system was discussed and the ability to use it for meetings remotely. Training is anticipated to begin in March.

7. Next Meeting

A special meeting will be scheduled with Pam Eddinger to discuss the Master Plan, date to be determined. The next regular meeting is scheduled for February 13.