



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

MARCH 27, 2013

10:00 AM – 11:30 AM ➤ VC ADMIN CONFERENCE ROOM

MEETING NOTES

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

1. Review Meeting Notes of 02/13/13
There were no changes or comments.
2. VCCCD Master Plan Research Update
Lisa P. has sent the most current document to Robin. There were two pieces of information that were still pending when the document was sent; those will be sent to Robin and emailed to the group next week. Robin has requested that Lisa P. present the data to a Focus Group Discussion of Issues for District Master Planning that will meet on April 15 at OC. It was thought to be a good idea for the other members of IRAC to be available to address any questions. Dave will check with Robin. Dave shared that Robin and Pam were pleased with the outcome and thanked the group for a job well done and good team work.
3. CCSSE – Community College Survey of Student Engagement
This survey is through the University of Texas. Pam would like all three colleges to sign up to participate; there may be a discount involved signing all three together. Funding was discussed. There was a three year contract that expired in 2012 and it is unknown which staff was originally involved. Dave will find out more information and also look into the possibility of discounts.
4. VCCCD Institutional Effectiveness Report Update
The target date set by DCAP is June. The group discussed how to approach the report with respect to the Master Plan and the Board's goals and objectives. Dave requested the group to check their notes and prepare to discuss in more detail at the April meeting (possibly April 17). There may be a special meeting called in early May if necessary. The group discussed planning a meeting with Pam and Robin to verify that they have what is needed for the Board.
5. Review Project List
The project list was reviewed and updated as needed.
 - The student and employee surveys were discussed. John will send the old employee survey to Dave to be forwarded to Pam for review at DCAP. The

group discussed the advantages and disadvantages of the timing of the surveys. Clare will check Cabinet on the timing of the surveys.

6. Other Business

- Dave shared information from the Chancellor regarding the Student Success Score Card that will go live to the public on April 9 on the State Chancellors website. The group discussed verifying that the state is publishing current, accurate data for VCCCD and the need to be prepared to address questions that may be generated.
- The question was raised of the official stance on departments sending information to all students via email; the example used was the Health Center. Mike responded that the District IT can handle sending the information in alerts and include email. The population needs to be identified and the content sent to IT. Dave suggested that mobile apps will be the answer for the long term as emails are not as effective in reaching students as in the past.

7. Next Meeting

TBD – possibly April 17.