VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE
MAY 9, 2012
8:30-9:30 AM ➢ VENTURA COLLEGE CCCR

MEETING NOTES

Attendance: Connie Baker, Michael Callahan, John Cooney, Lisa Hopper, Dave Keebler, Lisa Putnam, Mike Rose

1. Review Meeting Notes of 04/11/12
    There were no changes.

2. Finalize Xlarge FTE/Work Load Logic (John)
    John distributed a handout with productivity information. After a discussion, it was agreed to include Xlarge FTE/Workload logic to the productivity report.

3. Review Xlarge Work Load Effect on Productivity Report (John)
    John reviewed the statistics and after a discussion, it was decided to use productivity2 on Decap. The use of a footnote to explain the adjusted workload was discussed. Lisa will write up the proposed text and send to everyone to finalize. Once finalized, Mike will add to the report.

4. PPDR/FTEF Data on Stu2k (Lisa H.)
    The issue of courses that are split between two codes (multiple instructors, full and part time) resulting in inflated numbers was discussed. This has been an issue from the beginning; full time FTE numbers are collected using other methods so this isn't critical, but would be beneficial if this could be resolved. John will review the report and determine if he can figure out the logic and find a resolution.

5. Status Report on DCAP Project
    John reported that the project is mostly complete. There was agreement that the timeline was realistic. Any missing data elements can be updated as needed.

6. Regulatory Needs in Banner, Financial Aid/Counseling (Lisa P.)
    Lisa P. presented, for discussion, regulatory versus functional issues with the need for students to declare their program for financial aid and the need for counselors to know the students' long term goal in order to guide them properly. There is also a need to track students future transfer plans outside of the community college. The group discussed the possible use of an additional field; concern was expressed that it would cause confusion for students. It was suggested that the Registrars be included in future discussions. Different possible options were discussed.

7. Other Business
    - John shared the section in the draft of the Participatory Governance handbook regarding this committee, Research Advisory Committee (RAC). After discussion, it was decided to suggest re-adding 'Institutional' to the name: Institutional Research Advisory Committee. Also, Connie's position name is listed incorrectly. John will forward the suggested changes.
    - Lisa P. suggested that the group begin evaluating the student and employee perception survey for the coming year. After a discussion, it was set as a project task for next year.
    - John suggested a formal process to manage RAC projects and the group agreed.

8. Next Meeting
    The next meeting is scheduled for June 13, 2012.