



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

OCTOBER 27, 2014

8:30 AM – 9:30 AM > VC MCW-312

MEETING NOTES

Attendance: Connie Baker, Michael Callahan, John Cooney, Dave Fuhrmann, Lisa Hopper, Mike Rose, Pam Yeagley

Guests: Lisa Putnam

1. Review Meeting Notes of 07/16/14
The notes were approved by consensus.
2. Committee Charge
There was discussion regarding the addition of a manager from one of the campuses to the list of members. It was agreed to recommend making that change to the committee description in the Decision Making Handbook. Dave will forward the recommendation.
3. Argos Update
The project begins this week with consultants from Evisions meeting onsite with IT and other applicable staff. The consultants will work with Mike and Rupinder on the technical setup. Thursday, this group is invited to the DAC to participate in a session on how power users would use Argos. After discussion, it was decided that the session begin at noon, ending around 3:00pm. IT staff will create the first, original data blocks; specific staff will have the ability to create data blocks. Mike would like to develop a list of needed data blocks and requested any input be sent to him. The Enrollment Report for management will be the first report to be addressed. Ed plan reports from DegreeWorks are high on the list of needed reports; Mike requested suggestions be sent to him. This is a long term project, beginning with short term objectives. After this week's sessions, there will be others scheduled in November and December which will include additional staff as the project progresses. It is anticipated that sometime in December there will be a presentation scheduled at each campus.
4. Research Data Security – Dave
Dave opened the discussion regarding how to best protect sensitive data that is accessed by this group on a regular basis. When working off site, using VPN and logging into the user's district computer remotely is more secure since it keeps the data within the District's network. The current policy is that only managers and the registrars are allowed VPN access. At the next ATAC meeting, Dave will address adding the IRAC members to the list of allowable users. Due to special circumstances, Lisa Hopper was recently given temporary VPN access. Dave suggested that she retain her VPN access as a test case for the rest of the group.

Internally, the Kaspersky encryption feature is being tested. This will allow sensitive data on district computers to be encrypted. Portable hard drives and flash drives are a vulnerability to security and these need to be addressed. Data handling procedures that offer more data security need to be developed for this group. Dave stressed that there should be a balance between the ability to work effectively and security. There was discussion regarding the tools and methods used to share data with each other and other institutions. Dave will work with each group member to access their needs and will have a list developed for the next meeting.

5. Perceptions Survey (Pamela)

The surveys for both students and employees were discussed. Direction from DCAP is needed. Dave will take the item to DCAP for review and Lisa H. will discuss with Dr. Duran who is chair of DCAP. This will be on the agenda for the next meeting.

6. NCCCRP climate Survey on Sexual Misconduct (Pamela)

With the increasing awareness and push toward reporting sexual misconduct on college campuses, Pamela suggested that it would be prudent to begin the discussion early, before there is a mandate. The group concurred. It was also suggested that the staff involved with student conduct on each campus be involved. It was decided to monitor the situation and share any related information.

7. Other Business

The data that was gathered for AB 86 was discussed. Connie had received some feedback on the financial information for VC that indicated there was a problem. The data for MC and OC did not seem to have the same problem. She will follow up with Tim.

8. Next Meeting

The next meeting is scheduled for November 12.