



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

APRIL 22, 2015

8:30 AM – 9:30 AM ➤ VC MCW-312

MEETING NOTES

Attendance: April Hunt, Connie Baker, Dave Fuhrmann, John Cooney, Lisa Hopper, Lisa Putnam, Michael Callahan, Mike Rose, Pamela Yeagley

1. Review Meeting Notes of 03/18/15
The notes were approved with one adjustment to item 4.
2. Review of Self-Appraisal Results from the Governance Committee Survey
Each question and comment were reviewed and discussed. Based on the comments, the group discussed the potential benefits of having an official representative attend DCAP. Lisa P. volunteered, if approved by the chair. Dave will bring the suggestion to Greg Gillespie, the chair of DCAP. It was discussed that as researcher positions are added district-wide, it will need to be determined if those additional staff should be added to IRAC.
3. Perceptions Survey - Analysis Plan
Dave asked for any input that would improve the process for next time. It was suggested that the more substantive questions be moved to the beginning of the survey; currently those questions are toward the end of the survey. The distribution of the paper surveys was discussed. The surveys were not stapled so that the pages could be fed into the scanners. This caused some problems with distribution. Two possible changes discussed were 1) the coming upgrade to Class Climate that might allow more flexibility with fonts and formatting resulting in fewer pages, and 2) outsource the printing. An option to offer less paper surveys was also discussed. It was clarified that the students were notified of the survey through an alert in the portal and not by email. An email will be sent to students with the notation to ignore if the student has already completed the survey. Dave will distribute the survey results that have been collected to-date. Prior to the next meeting, he will distribute the latest results.
4. Track Success and Completion for Special Populations – Update
John shared a spreadsheet that showed how success and completion is currently tracked for MIS reporting on special populations. He directed the group to the DataMart for more results.
5. Other Business
 - Lisa P. will send an updated list of the Tableau users as the staffing in the Research Office is finalized. Currently the list consists of Lisa and April.

- There was a suggestion that additional training on Argos would be beneficial. In general, practice with Argos is also needed. Mike suggested that training would be more effective if there is a project involved. He offered his assistance on an individual basis. It was suggested that at the next meeting there be discussion regarding specific reporting needs.

6. Next Meeting

The next meeting is scheduled for May 13.