



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

NOVEMBER 13, 2015

8:30 AM – 9:30 AM > VC CCCR

MEETING NOTES

Attendance: April Doud, Cynthia Herrera, Dave Fuhrmann, John Cooney, Lisa Hopper, Lisa Putnam, Michael Callahan, Mike Rose, Pamela Yeagley, Phillip Briggs, Rocio Avina
Guests: Celine Park, Rupinder Bhatia, Linda Robison, Alma Rodriguez, Forrest Doud

1. Review Meeting Notes of 10/14/15
Change the first sentence in Item 6 to 'Proof of Board interaction needs to be submitted by March 15 in order to be compliant'.
2. Gainful Employment Update
The Financial Aid Officers attended the meeting for this discussion. John updated the group on the progress towards resolving the out of compliance issues. The data that was submitted needs to be fixed; it cannot be retracted. This is a lengthy process. John distributed a handout with the information and discussion ensued. It was noted that this is a shared responsibility across the district and a team approach would be needed to develop a process. Consistency across the district is important especially since students attend multiple colleges within the district. Rocio has developed a process that John suggested be used for data clean up. He will coordinate a meeting to train on the process. The college presidents will be informed of the progress and will be kept updated on the status. Dave will request to have this subject included on the next Chancellor's Cabinet.
3. EMSI – Celine Park
Ten user codes per campus have been purchased. Celine described the different levels of training. It was decided that the training should be offered district wide instead of campus specific. Training will be scheduled for this committee at the next meeting.
4. Tableau Update
The request for approval to purchase licenses for Tableau software will be on the December Board agenda. If approved, the software will be delivered by December 31.
5. Data Warehouse Update
After meeting with Mike and John, Strata Information Group will submit a proposal for a business intelligence assessment for the data warehouse. This is the first step. It is expected that the business intelligence assessment will begin sometime in January or February 2016.

6. Placeholder - 2015 Scorecard Board of Trustees Interaction
The scorecard could be on the agenda for the Chancellor's Cabinet next week. Dave will keep the group updated on the progress.

7. CTE Launchboard Data Upload
Lisa Putnam shared a handout with the information on loading data into the LaunchBoard. The data needs to be uploaded by November 30. It is unclear if there is a penalty if the deadline is not met. Clarification on which department is responsible for the CTE LaunchBoard is needed. Lisa Putnam will pull the 900 numbers and find the demographics.

8. Other Business
There was no other business.

9. Next Meeting
The next meeting is scheduled for December 9 after the EMIS demo at 1:30PM. The hands-on demo is expected to be two hours.