



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

FEBRUARY 10, 2016

8:30 AM – 9:30 AM ➤ VC MCW-312

MEETING NOTES

Attendance: April Doud, Cynthia Herrera, Dave Fuhrmann, Dave Keebler, John Cooney, Lisa Putnam, Michael Callahan, Mike Rose, Pamela Yeagley, Rocio Avina

1. Review Meeting Notes of 12/09/15
The notes were approved.
2. 2015 Scorecard Board of Trustees Interaction Update
The presentation will take place at the Board meeting on next Tuesday. The college Presidents will discuss the scorecards and should be prepped before the meeting.
3. Gainful Employment Update
MC has completed their data cleanup. VC is in the process. OC does not offer loans so there is no data that needs revision. It hasn't been determined if OC's funding is in jeopardy and John volunteered to make the necessary calls to ascertain this information. Moving forward, the focus will be on the reporting and which departments are responsible for the reporting. The Financial Aid departments, along with assistance from the District office, currently have handled the bulk of the reporting. The other side of the reporting involves programs, graduation, and other related areas. The reporting to NSLDS (National Student Loan Data System) is a template form that is submitted once a year. The data is extracted from Banner and the colleges report separately. Determining the responsible department(s) for reporting and submittal will continue at the next meeting. It was suggested to invite the FA Officers for the discussion. John will verify the next reporting date.
4. Perception Survey Results - Request from DCAP
Pamela has categorized the responses in the comment sections in order to be prepared to send that information to the different areas within the District for institutional self-study. The comments are not easily separated by campus. Due to the sensitive nature of the raw comments, the data needs to be redacted and filtered for any specifics. The next DCAP meeting is February 26 and the information will be presented there for feed-back and direction for this committee regarding accreditation needs in the area of self-study. A special IRAC meeting may be convened in early March if needed.

5. Tableau Update

- Onsite training

The servers were installed and functioning much quicker than expected so the consultant from Tableau provided training in the remaining time. The feedback from the training was excellent. Mike noted that there is set-up and organizational work to be done. April noted that she tested an import combining four different views and it was completed in under two hours. The group discussed data imports and queries.

- Future training

There are two weeks of paid consultant time still available that can be used for onsite training from Tableau.

- Data security

For security reasons, views will be used instead of granting access to the raw data. As needed, new views can be created. Consultants from SIG will assist. A dedicated server will be implemented to assist with performance issues involved with running reports and queries. Dave has been investigating the purchase of mobile devices with federal standard encryption. The objective is to protect the data and the District from a data breach while supplying the researchers and other staff the necessary data and tools to perform their jobs. Since the Registrars are the gate keepers of FERPA regulations and granting permissions to student data, it was suggested that they be invited into the data security discussion in future meetings as needed. Dave noted that it was prudent to take the time to do the research in order to implement the security measures correctly. He anticipates that within six months, all of the pieces will be ready. Discussion will be continued at the next meeting. The group discussed how permissions are handled in Tableau and the process for approval. Mike reported that a model will be published soon. Tableau has security containers that could be used. Dave will work with Tableau on pricing and offered for IT to handle the cost. Lisa Putnam offered assistance with the cost if it falls within fiscal year 15/16.

6. Data Warehouse Update

Per John, the business intelligence assessment for the data warehouse will soon be completed by SIG. The perspective will revolve around Banner, giving a perspective different than one from a typical BI assessment company. Dave mentioned that the servers are being moved from the District office to VC today.

7. Enrollment Management Dashboard

John noted that, in the past, there had been a group formed for the development of the EM dashboard. He believes that this group has the expertise to work on developing the dashboard and the process to pull the data. He suggested using Tableau for reporting and Access to pull the data. When the data warehouse has been developed, it can be substituted for Access to pull the needed data. The group discussed. John suggested that simplicity might be better and recommended developing within one data set with drill downs to individual campus data. Dave Keebler emphasized that the dashboard is critical for the District and the data

needs to be forecastable. It was decided that John will meet with Dave Keebler, Phillip, and April before the next meeting. Discussion will continue at the next meeting.

8. Class Climate Update

Dave is currently working on the ordering process which will include one station for each researcher, and the Designer and character recognition. He anticipates this to be completed within the next few weeks. Dave will follow up with Pamela regarding her reported issues with the scanner.

9. Other Business

- John inquired as to the appropriate campus staff to contact regarding Perkins funding. He has been receiving questions and needs confirmation that the information is derived from MIS data. Lisa Putnam offered that to her knowledge, the contact seems to change. John requested that the group keep this in mind as there are deadlines coming in the future.
- GradesFirst was discussed in relation to CalWorks and basic issues of different departmental staff and faculty having access to the data. Mike informed the group that the Student Services Technology Work Group has been discussing. GradesFirst was intended as a tool for counselors and its usage has expanded. The discussion of data access needs to involve the next level of authority since sensitive student data is involved.
- The group discussed additional training for Argos in a more customized platform. Dave will work on developing a quote from Envisions.

10. Next Meeting

The next meeting is scheduled for March 9.