



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

MAY 5, 2017

8:30 AM – 9:30 PM ➤ DAC LAKIN BOARDROOM

MEETING NOTES

Attendance: Cynthia Herrera, Dave Fuhrmann, John Cooney, Lisa Branton, Michael Callahan, Mike Rose, Nan Duangpun, Phillip Briggs, Rick Post, Sunny Le
Guest: Alexandria Wright

1. Review Meeting Notes of 04/14/17
The notes were approved.
2. Introduction of Alexandria Wright, Director of Workforce and Economic Development Division
Rick introduced Alex, the Director of Economic Development, to the group. She has an analyst background and has offered her assistance.
3. DCAP Strategic Plan Subcommittee Update
As reported at the prior meeting, the work on the strategic plan has been completed by the subcommittee. The Senates, DCAP, and Consultation counsel have all reviewed and approved; the plan will be presented at the Board planning session in June.
4. Employee Perception Survey
Based on a request to complete the survey before July 1 when the new Chancellor will begin, the group discussed a possible time line. It was felt that, with many faculty and staff leaving for the summer within the next week as well as the need to review the existing two year old survey, fall semester might be a better time to conduct the survey. Pamela will be taking the lead and will distribute the survey to the group for review. It was noted that HR should be included in reviewing the survey. Dave will create a time line that allows for review of the survey and input from the campuses. The use of Survey Monkey to implement the survey was suggested.
5. Student Perceptions Survey Revisions Update
The decision has been made to conduct the survey in spring of 2018. Lisa Branton noted that in her review of the survey, she found topic duplication in the different areas. She grouped the survey into four main topic areas and was able to remove many of the questions, shortening the survey considerably. Cynthia suggested focusing on different areas each year that would fit into the strategic plan, allowing for a more progressive and actionable survey versus a measureable survey. Lisa Branton and Pamela will work on the survey and present to the group at the next meeting. The focus will be on how the survey can help VCCCD as an institution.

The group briefly revisited the idea of offering a random drawing for gift cards to those who complete the survey.

6. Institutional Effectiveness Report – continued discussion
Cynthia noted that the IEPI report only shows data while the internal IE report shows progress and the impact or lack of effect based on the data. It was suggested to ask for input from the Chancellor's Cabinet; Dave will ask for the subject to be added to next week's agenda. The group agreed that the process for generating the report is reliable and easily accomplished.
7. Other Business
There was no other business.
8. Next Meeting
The next meeting is scheduled for June 9