



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

JULY 14, 2017

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

MEETING NOTES

Attendance: Alexandria Wright, Cynthia Herrera, Janet Dawald, John Cooney, Kim Watters, Lisa Hopper, Lisa Branton, Mike Rose, Nan Duangpun, Pamela Yeagley, Phillip Briggs, Rick Post, Rocio Cervantes

1. Review Meeting Notes of 06/09/17
The notes were approved.
2. Qualtrics Demo
Brennan Williams presented a demonstration of the baseline product. The group gave positive feedback after the demo. There are additional modules such as one that is specifically for faculty surveys. Dave and Mike will work on pricing and determining which modules could be useful.
3. Institutional Effectiveness Report to Board Planning Session on July 26th
Lisa shared a handout of the presentation power point slides. The group discussed. Rick explained that the Board would like an opportunity to discuss and that the presentation should be short.
4. Student Success Scorecard
The data is actionable. The group will discuss in more detail at future meetings.
5. Strategic Planning (Cynthia Herrera)
Cynthia explained that OC is currently discussing strategic planning for their campus. She is aware that MC and VC have gone through this process in the past. Her question to the group was if there should be a discussion about how strategic planning relates to institutional effectiveness. This question was raised during the strategic planning discussions at OC. John suggested that it is important to identify differences between research and institutional effectiveness; strategic planning is taking it to the next step. Rick mentioned that the Chancellor has set goals based on the strategic plan that DCAP has developed for the District over the past two years. This will be presented as a recommendation to the Board. Rick expressed that he felt it is important that each college have a strategic plan that is wrapped into what we do as a district.
6. Data Dictionary (Lisa Branton)
Mike shared that Lynn, a new programmer, will be addressing the data dictionary as a long term goal. One of the changes being made is that details on a data block are being added for any IT developed Argos reports. Lisa Branton noted that her

main concern is for developing a method to assist new staff in determining the uses for the different fields. The group discussed. The development of a Research handbook was suggested. This would be a living document that could be modified as needed. It would be helpful as the District moves towards institutional effectiveness. Pam has a glossary for the program planning data report that she will share and can be discussed at the next meeting.

7. Other Business

There was no other business.

8. Next Meeting

The next regularly scheduled meeting would be August 11 which is just before fall semester begins. Unless a meeting is needed earlier, the next meeting date was changed to September 8.