



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

SEPTEMBER 8, 2017

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

MEETING NOTES

Attendance: Carol Higashida, Cynthia Herrera, Dave Fuhrmann, Kim Watters, Lisa Hopper, Lisa Branton, Mike Rose, Nan Duangpun, Pamela Yeagley, Phillip Briggs, Sunny Le

1. Review Meeting Notes of 07/09/17
The notes were approved.
2. Faculty Evaluations / Qualtrics
Currently the faculty evaluations are still processed using Class Climate. To help improve the process, a schedule was developed and shared with the Vice Presidents and admins. The hope is that Qualtrics will be a better solution in the future. Qualtrics has two systems; the generic system will replace Survey Monkey across the District. Dave is working with a representative for pricing. The cost is fairly high; a department license could be a first step with the research department having the license. Hopefully there will be a demo for the faculty evaluations by the next meeting. If the process is migrated to using Qualtrics, Dave would like to involve HR again. Technically, they are the responsible party for these evaluations. The college Vice Presidents should make the decision on which staff they want involved at the campus level.
3. Student Success Scorecard
The group discussed reviewing what the numbers mean and what is being done to improve the numbers instead of only reviewing the numbers. Phil noted that with the new score card coming out in March, it leads to confusion to present the prior year scorecard. Targeting the November or December Board meeting might help alleviate any confusion. The group concurred and agreed that if the presentation isn't ready for November, to work towards scheduling for the January Board meeting. Dave will discuss this at the Chancellor's Cabinet next week and ask to be added to the November Board Meeting agenda. The group will review the template and discuss at the next meeting.
4. Data Dictionary
Dave inquired about the status of a sub-group lead by MC whose purpose would be to develop a data dictionary explaining the different data tables. This was discussed during the June 2017 meeting. Lisa Branton shared that with the changes happening at MC, it would be best to table this until spring at the earliest. She also explained that her main focus for developing this data dictionary is to

offer a guide for new staff who work with campus data and need to understand the meaning and usage of the various fields and values. Cynthia agreed that new staff at OC are experiencing the same challenge with the data. Mike noted that IT currently has Lynn Twang working on developing a similar data dictionary, although it does not include the explanations. The manual piece would help with identifying the correct fields to use; an example given was that there is a field labeled 'race' yet the valid field for race data is 'IPEDs'. Pamela resent the group the *Ventura County Community College District Glossary for the Program Planning Data Report* dated October 2001. It was agreed to table this item until spring. Mike will keep the group updated on Lynn's progress with the technical data dictionary.

5. Other Business

- Lisa Hopper asked about the data being requested from all three colleges related to the Promesas grant with CSUCI. Cynthia added that the grant was awarded October 1, 2016 and this is the first year of reporting. After discussion, Dave asked that the data request to be forwarded to him; he will follow up with Vice Chancellor Post. It makes sense for the reporting to be centralized, and further discussion is needed with the appropriate staff and managers.
- Lisa Hopper mentioned that there might be an issue with enrollment status calculations. She has discovered students that should have been coded as first time students but were coded as returning students. She has found other discrepancies. Mike and Eric have been made aware of her findings.

6. Next Meeting

The next meeting is scheduled for October 13.