



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

NOVEMBER 16, 2017

8:30 AM – 9:30 PM > DAC SANTA CATALINA ROOM (103)

**MEETING NOTES**

Attendance: Cynthia Herrera, Dave Fuhrmann, Hala Sun, John Cooney, Kim Watters, Lisa Hopper, Lisa Branton, Mike Rose, Nan Duangpun, Pamela Yeagley, Phillip Briggs, Sunny Le

1. Review Meeting Notes of 10/13/17  
The notes were approved.
2. Student Success Scorecard – December 12 Board Meeting  
The target date for the Board presentation is the December meeting. The presentation will follow the same format as in the past.
3. IRB Discussion  
Hala, Pamela, and Kevin attended Chancellor's Cabinet for the presentation of developing an IRB. The Cabinet members were receptive. They charged this committee to come back with a recommendation to form the IRB, including a time frame. The group discussed developing a task force to accomplish this request. The group agreed to a target of presenting to the Board at the end of January. Hala shared a power point from a UCSB workshop with applicable information. The group discussed the difference between a four year institution and community colleges, grants under Title III needing an IRB established, and institutional research that is exempt from IRB. Phil will send a link to information regarding exemptions. It was noted that the state is currently working on a community college IRB. Discussion on the matter will continue.
4. Faculty Evaluations / Qualtrics Update  
Dave shared that the purchase order is in progress for Qualtrics. In final negotiations, analytics and the Tableau interface module were included. This tool will be for the researchers use; the license is for one department which is defined as the IRAC committee members. This can be expanded at a later date. Implementation is expected to be completed within a couple of weeks. The faculty evaluations module was not included at this time, however, it will be explored again in early 2018 with participation from the HR department.
5. Promesas Grant  
Phil noted that the Math department is meeting weekly regarding the grant. He will ask for a status and send that information to the appropriate staff.

6. **Multiple Measures Codes and Assessments**  
Currently data needs to be pulled from multiple areas in order to determine where a student is placed. The question was raised of adding coding within Banner to enable easier assessment. Mike advised that there is a District level work group currently addressing these issues and suggested waiting on the discussion. He also mentioned the development of an Argos report that would show the information. Discussion ensued. Dave and Mike will contact Oscar with the suggestion to add one Dean and at least one Research Analyst from IRAC to the work group.
7. **CCSSE/Student Perceptions Survey Calendar (Pamela Yeagley)**  
Pamela explained that there has been interest expressed at VC to administer the CCSSE and inquired if there was interest in timing it to include all three campuses. Pamela noted that, in the past, it had been agreed to not administer the CCSSE and the Student Perceptions surveys in the same year. The group discussed the difference between the two surveys. CCSSE has a cost involved that is linked to the size of the institution and there is a registration deadline. The Student Perceptions survey is an internal survey. Pamela will verify the registration deadline for administering CCSSE in spring, Lisa Hopper will check on the cost. If cost isn't an issue, administering the CCSSE in spring would allow time to work on revamping the Student Perception survey and also to work with Qualtrics for the following year. It was decided to discuss at the next meeting and make a recommendation to the Chancellor's Cabinet.
8. **Other Business**
  - Dave will be taking the recommendation on the committee's charge to the Chancellor's Cabinet as discussed at the last meeting. If approved, the committee members can include unlimited campus researchers.
  - Kevin mentioned that he is in the beginning stages of developing a data dictionary for common Banner. Mike suggested that terminology might need to be synchronized. He explained that from discussions with others, he thinks that an instructional document is needed for the researchers, a type of researcher's field guide. There is an Argos Banner data dictionary that is dynamic, containing elements from SDA, and is updated as Argos is developed. Lynn is working backwards over time to update older information. He encouraged the group to review the My Views in Argos. The group discussed. Mike suggested that as the field guide is developed, if there is confusion discovered in the Argos data dictionary, to notify Lynn so it can be clarified.
  - Dave mentioned that security will be an agenda item at the next meeting.
9. **Next Meeting**  
The group agreed to schedule the next meeting for January 19. If needed, the committee can collaborate via email.