VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE
JANUARY 26, 2018
8:30 AM – 10:00 AM ➢ DAC LAKIN BOARDROOM

MEETING NOTES

Attendance: Alexandria Wright, Carol Higashida, Cynthia Herrera, Damien Hoffman, Dave Fuhrmann, John Cooney, Kevin Carlson, Kim Watters, Lisa Hopper, Lisa Branton, Mike Rose, Nan Duangpun, Pamela Yeagley, Phillip Briggs, Sunny Le

1. Review Meeting Notes of 11/16/17
   The notes were approved.

2. IRB Discussion
   Phillip inquired about a timeline to form the IRB. The group discussed developing a task force as was suggested during the November meeting. Pamela, Alex, Cynthia, and Kevin volunteered for the task force and Alex will coordinate. The group will meet before the next IRAC meeting and report back for group discussion. Dave will request a place holder on the March Board agenda to present the final recommendation.
   - CITI Program Subscriptions (Pamela)
     Dave informed the group that money hasn't been delegated for subscriptions to the CITI Program. Kevin noted that the National Institution of Health has free online courses with certificates available upon completion. This should be comparable to CITI. He will send the link to the group.

3. CCSSE/Student Perceptions Survey Calendar (Recommendation to Chancellor's Cabinet)
   The deadline to administer the CCSSE survey this year has passed. Dave will inquire at Chancellor's Cabinet about the level of interest at the campus level in administering CCSSE and discuss funding. He suggested that Lisa Branton and Pamela attend that meeting once the date is confirmed.

4. Update Tableau Server to 10.5 (Nan)
   The upgrade will require half a day to complete. Coordination between the campus IT Directors will be necessary since all of the desktops using Tableau will need to be manually updated. Laptops will also need to be updated. Dave will send an email with a proposed Friday date.

5. DegreeWorks Data Outputs (Lisa Hopper)
   Lisa Hopper suggested that it would be helpful for course management purposes to be able to pull data pertaining to counselor recommended classes out of DegreeWorks. Mike explained that the Ed Plan data is fairly accessible so this would be doable. The group discussed comparing recommended classes to the

classes in which the students actually enrolled. Cynthia noted that as the Guided Pathways program develops, this information would be helpful. John asked if this should be approached in a structured manner and as a group, address enrollment management across the District, using the same data elements. If that is the case, he would like to be a part of the discussion. Mike explained that one view has already been developed that has the basic data from the Ed Plan and another, more detailed view that is under discussion for development. Input will be requested. Alex noted that wages and employment will also need to be tracked district-wide at some point and should be included with the guided pathways discussion. Mike will discuss with his programming team.

6. Automating Degrees and Certificates (Lisa Hopper)
   The group discussed automatically awarding certificates or degrees to students who qualify but may be unaware. Concerns were expressed that there may be other considerations such as financial aid that should be taken into account. The group discussed an alternative of notifying students of their eligibility.

7. SDA End of Life Date (Mike)
   Moving to the Cloud is adding to the need to move away from using SDA; direct data base access will not be doable in the Cloud. Dave explained that, from an IT perspective, the cloud makes sense for many reasons, including data security. Lynn has been transforming SDA reports into Argos reports for campus users and so far the transition has been going well. Mike is dedicating two programmers to assist the researchers with the change from SDA to Argos. He explained that he has ideas about handling some of the functions and would like to experiment with options using the data link process. He explained that the concept of data link is exciting; the data is pulled out and dumped into an unstructured format that can then be pulled out via new Amazon tools. John and Kim volunteered to work with Mike. Dave shared that a database with access via Tableau will be built and updated every night. Mike and Dave stressed that the goal is for a smooth transition with no loss of function. Banner will move to the Cloud in October so the end date for SDA is September 1, 2018 with migration to begin immediately. Mike requested that each person create an inventory of their Microsoft Access use and send that information to him. A plan will be developed to meet the needs of each.

8. Other Business
   - The group discussed the possible need for additional Tableau licenses. Dave requested a list of users who need access to Tableau and do not currently have access. Due to budgetary reasons, new licenses will probably not be added until after July 1, 2018.
   - Mike noted that there will be an upgrade for DegreeWorks soon.

9. Qualtrics Implementation Update and Training (Training Begins at 10:00am)

10. Next Meeting
    The next meeting is scheduled for February 9.