



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

FEBRUARY 15, 2018

11:00 AM – 12:00 PM ➤ DAC LAKIN BOARDROOM

**MEETING NOTES**

Attendance: Alexandria Wright, Carol Higashida, Damien Hoffman, Dave Fuhrmann, John Cooney, Kevin Carlson, Kim Watters, Lisa Branton, Mike Rose, Sunny Le

1. Review Meeting Notes of 01/26/18  
The notes were approved.
2. IRB Discussion
  - Task Force Report  
Alexandria shared information from the task force meeting. The first step identified by the task force was the need for professional development for the task force members. CITI program subscriptions was one suggestion for training. Once there is a better understanding of the scope of institutional review, the task force would be better prepared to make a recommendation. Since institutional review is sizable, the task force discussed the creation of a full time coordinator and admin assistant as one model to follow. Dave noted that this would be a question for the Chancellor's Cabinet and that the current VCCCD allocation model is such that if two staff are added, two staff would need to be cut somewhere else. Another option would be to modify an existing position to include the required duties. Lisa Branton noted to keep in mind that this is for a community college and not a four year institution.
  - Recommendation to the Board  
More information is needed before a recommendation can be developed.
3. Student Perceptions Survey Recommendations (Lisa Branton)  
Upon approval by the Chancellor's Cabinet, it is hoped that the survey will be administered during spring semester. Lisa Branton shared the survey revisions for the group's input. The goal was to shorten the survey. The number of questions has been reduced to twenty-three with one hundred and forty-four items requiring responses. The group reviewed and discussed the individual questions. Input on question 21 regarding current applicable marketing methods is needed; Lisa Branton will consult with Patti Blair. Lisa Branton will make the changes as discussed and agreed upon by the group.
4. Security Discussion  
Changes will be made via remote access on laptops. All devices will be scanned to identify any student data. More details will be available at the next meeting.

5. DegreeWorks Data Outputs  
This is a standing agenda item as requested by Cynthia. No discussion or action was required this month.
6. Automating Degrees and Certificates
7. Other Business  
Dave mentioned EU students; there will be more information at the next meeting.
8. Next Meeting  
The next meeting is scheduled for March 9.