



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

MARCH 9, 2018

8:30 AM – 9:30 AM > DAC SANTA ROSA ROOM (109)

MEETING NOTES

Attendance: Carol Higashida, Cynthia Herrera, Dave Fuhrmann, John Cooney, Kevin Carlson, Lisa Branton, Lisa Hopper, Mike Rose, Nan Duangpun, Pamela Yeagley, Phillip Briggs, Rocio Avina, Sunny Le

1. Review Meeting Notes of 02/15/18
The notes were approved.
2. Student Perceptions Survey Approval Progress
Lisa Branton had sent an email to the group with a link to the survey containing the incorporated changes. The survey was in the format that students will see. Cynthia requested a printable version for President's Council and Lisa Branton will create and send to the group. The group discussed the time needed to complete the survey and how that would affect students completing the survey. The consensus was that ten minutes was a desirable amount of time. The survey will be administered during the spring semester and is usually open for three weeks. It was decided to target April 23 to begin deployment with a final review of the survey at the next scheduled meeting on April 13. The survey will be set up in Qualtrics and each campus will be able to administer to their students and handle any follow up communication. Mike Rose recommended that John handle loading the emails in three groups based on campus. The follow-ups can be pre-scheduled. It was discussed to add that the survey is confidential.
3. Security Discussion
The process to encrypt sensitive data on laptops and devices will begin soon. There will be a tool used to determine any sensitive data that is being stored on laptops.
4. EU Students
There are new different data security standards for European students that is stricter than FERPA. The law, which is international, will take effect in May and if not followed, the District could be libel for lawsuits. John has pulled a list of the several hundred European students that exist in Banner. It was noted that there are issues with our data in how the different countries are identified. The list was given to Dave. The state educational code is in conflict with the international law regarding the need to keep data and the state is being pressured for assistance with a solution.

5. SDA End of Life Date

Mike shared that Lynn has been contacting staff and scheduling appointments to convert their SDA reporting into Argos reports. She is also creating an inventory of staff usage and scheduling training sessions. It was discussed and agreed that this group could benefit from additional training. Phil requested that this item remain on the agenda until the transition from SDA is completed.

6. District IRB Update

Pamela shared that the task force will meet again in April.

7. Promesas Project

MC has four faculty who are participating. John suggested that the Deans work with the research components now so that when the data is needed, it can be collected. Currently the data needs are unknown. It is also not known if there has been an agreement signed for data sharing. John suggested this be handled in a district-wide manner. Discussion will continue at the next meeting.

8. Other Business

- Pam asked about Starfish and if the data would be useable by Argos. Mike believes it will. Phil requested training on reporting in Starfish. Mike explained that Starfish handles appointments but not checking in and out. Accudemia is a product that handles time clock checking in and out and is currently being reviewed as an option.
- Lisa Hopper asked about downloading DegreeWorks data for enrollment management purposes. Phil added that VC could also utilize that data. Cynthia noted that this is part of the guided pathways. Mike will contact Adam to discuss the possibility. It will depend on the data that is actually entered into DegreeWorks whether or not it will meet the specified need.

9. Next Meeting

The next meeting is scheduled for April 13.