



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

APRIL 13, 2018

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

**MEETING NOTES**

Attendance: Alexandria Wright, Carol Higashida, Cynthia Herrera, John Cooney, Kevin Carlson, Kim Watters, Lisa Hopper, Mike Rose, Nan Duangpun, Phillip Briggs, Rocio Avina, Sunny Le

1. Review Meeting Notes of 03/09/18  
The notes were approved.
2. Student Perceptions Survey  
Phillip noted that Lisa Branton has been working diligently on the changes to the survey. The group agreed to a target date of April 23 to release the survey. Alix will verify if the Chancellor's office needs to review the survey before distributing. A text message will be sent to notify students and John suggested asking the Marketing and Communications department for assistance with the messaging. Phillip suggested sending the message the week before the survey is distributed, possibly on Wednesday, April 18. John will connect with Lisa Branton and distribute the survey.
3. Promesas Project  
Cynthia shared that a meeting with CSUCI regarding the Promesas project was very productive. She felt that the information that will be gathered will help facilitate teaching modalities. John has volunteered to pull the needed data and once a data request form is submitted, he will proceed. Cynthia explained that the data request form and other related documents, specifically the IRB and MOU, are currently under revision. The group discussed concerns regarding VCCCD student email addresses as an identifying piece of information. The plan would be to mask any identifying data, creating a crosswalk in case needed. The timeline has not yet been established. There may be a presentation set up for this committee. The group discussed videotaping of classrooms which will be involved. Phil expressed concerns with student participation for those who opt out of being videotaped. Possible solutions were discussed with Sunny noting that he had previously been involved in such a situation where students attended the class virtually. Cynthia shared that the CSUCI group were receptive to discussing any concerns and addressing them as needed.
4. District IRB Update  
Alexandria shared that the task force is gathering information. There are a series of related webinars from different sources coming up. She plans to visit UCSB to obtain copies of their structure. Alexandria suggested adding faculty from each

campus to work together as policy and procedures are developed, as well as a person outside of the District. She noted that the IRB could be ready before the fall term Cynthia suggested discussing the IRB with the Academic Senate Presidents and that faculty who are well versed in research be included. Alexandria noted that the development of the IRB would be off contract for faculty and she offered to discuss compensation options with HR. She suggested using Promisus as a possible test case study for the developing IRB process; CSUCI's IRB is officially being used.

5. SDA End of Life Date

Mike shared that Lynn has been working with several of the researchers and so far, the move from SDA appears to be going well. He noted that there is a project site where the progress is being tracked. Lisa Hopper will be meeting with Lynn today on one of the larger projects. She is feeling more comfortable with the larger projects; she shared that it is the smaller, ad hoc projects that are concerning. Mike explained that Lynn could help build an option comparable to the views used in SDA for ad hoc requests. The project has morphed into a lot one on one training. Lynn is also data gathering to develop a larger picture of what needs to be done and that will be completed soon. Mike noted that it would be appropriate to share that list with this group for review, possibly at the next meeting. Mike mentioned that at the Ellucian Live conference, he had been informed of a data block connector module that would allow connectivity with Tableau and Argos. There will be a demo scheduled and he invited any interested Tableau users. Originally he had invited IT for the technical side. The group expressed interest and he will send an invitation to the entire group.

6. DegreeWorks Data

There is no new information regarding exporting the Ed Plan data. Mike explained that it is on the task list assigned to a sprint. There may be potential issues if counselors are using the open notes for Ed Plan data.

7. Class Climate/Paper Surveys (discontinued or used in conjunction with Qualtrics)

Mike shared that the plan is to discontinue Class Climate, however, the timeline has changed. There is still a need for paper surveys in a few instances and until that is resolved, Class Climate will remain in place. The group discussed possible options.

8. IRAC Co-Chair Rotation

The group discussed the annual rotation of the Co-Chair.

9. Other Business

- Lisa Hopper explained that data is being requested for use with Symplicity, an online job database for California students and alumni. Mike has also been contacted, at first by OC, and then by MC and VC. CTE Deans have been working on this and managing it independently. With all three campuses becoming involved, it may need a coordinated district-wide effort. Lisa Hopper noted that some data being requested is sensitive, such as GPA. Alexandria will bring this item for discussion at a CTE meeting.

- Alexandria shared that the grants submission process is being revised to flow through Business Services and then to be reviewed by IRAC. The group discussed. Concerns were expressed that since IRAC meets once a month, meeting deadlines for grant submission may become problematic. Also noted was that many times grant related data is requested with a short deadline for completion; earlier knowledge that a grant has been awarded would be valuable for completing the request. The group concurred that a balance and compromise between the two concerns could be reached. Cynthia suggested that building a tech data specialist into each grant might be one solution.

10. Next Meeting

The next meeting is scheduled for May 11.