



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

JUNE 14, 2018

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

MEETING NOTES

Attendance: Alexandria Wright, John Cooney, Kevin Carlson, Lisa Branton, Lisa Hopper, Nan Duangpun, Pamela Yeagley, Phillip Briggs, Sunny Le
Guests: Amanda Burwick, Brittany Manzer, Felicia Duenas,

1. Review Meeting Notes of 05/11/18
There was a misspelling of the acronym for CCSSE in Item 2.
2. Symplicity – Alexandria Wright and CTE Deans
An overview of Symplicity was shared with the group. Symplicity will assist with connecting local employers with VCCCD students. MC and VC are currently using the software; OC is not. While initially the idea was to access Symplicity through the portal, currently access is being handled outside of the portal. Mike has reviewed the software and determined which information needs to be imported. It was clarified that only the managers of the system would have direct access to the data; potential employers would not. Employers would only have the information provided by students who apply for the available jobs. Students would have the ability to opt out of participating. John recommended that the data load be handled through the District IT for consistency and standardization purposes. The desired variables were discussed including GPA. The recommendation was to not include GPA; the student can share that information with the employer if needed. The upload process will create a student shell and the student will be emailed for approval to upload their information. Alexandria will work with IT staff.
3. Tracking Work-Based Learning
This request comes from Christina Tafoya. The State is moving towards possibly awarding funds based on this new element. It is expected that Banner will be updated with fields for the new MIS requirements. John will be working with the CTE Deans with IT involvement as needed. The Career Education Committee group will discuss and Alexandria will keep this group updated as needed.
4. Annual Scorecard and IE Report
Since there is no Board meeting scheduled for July, the presentation will be delayed to the August meeting. Phillip explained the proposal to combine the Scorecard and IE reports. He has reviewed both reports for similarities and emailed the first draft that combines the two. Lisa Hopper suggested that, while the IEPI report is no longer required, the data points from that report could be reviewed for incorporating into this combined report for the Board. The group discussed the three reports. Lisa Hopper suggested the addition of proficiency awards data.

There isn't a standard district-wide method of tracking that information yet; it was decided to identify and report the available data this year with an indication as to college. Phillip develop an updated list of matrixes and distribute to the group for review. The plan is to develop a report similar to the Scorecard report and add the IE component.

5. Promesas Project

John has completed creating the files containing the requested data from Fall 2008 through Fall 2017. He did not include the GPA since he wasn't clear as to which GPA was needed and he recommended that CSUCI calculate the GPA by linking the files. The next step is to meet with CSUCI and review the information. John's understanding is that the degree and certificate files for specific majors will be submitted every semester and he has developed a standardized process. Phillip shared that FERPA has resources to verify what data can be shared. He will share with others as requested.

6. CCCCO Metric Simplification

Lisa Hopper shared that she doesn't think this has been finalized and that it will affect the Scorecard. This subject will be included in the agenda for the next meeting.

7. Student Perceptions Survey

The survey won't have approval until next year. This item was tabled until December 2018 or January 2019.

8. SDA End of Life Date

Nan questioned if the old DBC link will be removed or if the old queries would still be available to view. Sunny will verify with Lynn that the queries will be available to view by the files will be inaccessible. Lynn has completed approximately seventy-five percent of the training.

9. Other Business

- Lisa Hopper inquired about the process to verify the MIS admissions data before finalization. John explained that all of the categorical are reviewed by the colleges; proficiency is checked by both Admissions and Records and Financial Aid. Any other areas for which verification is requested would need the appropriate departments identified.
- Lisa Hopper inquired about the coding for CCAP courses. John explained that the process hasn't been automated yet. Nan added that Eric has been working on adding a field for CCAP courses in order to pull the data.
- Lisa Hopper noted that Eric has created a script to modify student types for new applicants who should have been identified as first time students but were not due to the way in which the current script was working. The script will also be run for Fall 2018 students who have already applied. They will review the changes for accuracy and to determine if there are any other unidentified issues. She stressed the importance of this process due to the funding formula and the new initiatives involving the success of first time students.

- Alexandria shared that the IRB task force has determined four meeting dates. She has received two IRB requests from VCCCD faculty for their dissertations. Based on her review, she noted that the instructors should be under the IRB for their own universities. The group discussed. In general, the dissertations should fall under the IRB for the university.
- Alexandria inquired if there was any interest in tracking data related to the Carl D. Perkins Career and Technical Education Act. The group discussed. Phil noted that this subject has been discussed in the past due to gainful employment and that it is difficult to obtain systematic data on job placement; self-employed and military are not included. Kevin noted there would be a need to identify the purpose of collecting the data and balance that with the needed staff resources. John noted that there could be a functional use for this data as VCCCD builds relationships with local industry. It was decided to table the discussion until January.
- Dan Watkins will be joining the District on July 2 in the position of Associate Vice Chancellor of Information Technology.

10. Next Meeting

The next meeting is scheduled for July 12.