VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE
JULY 12, 2018
8:30 AM – 10:00 AM ➢ DAC LAKIN BOARDROOM

MEETING NOTES

Attendance: Alexandria Wright, Dan Watkins, John Cooney, Lisa Branton, Lisa Hopper, Oleg Bespalov, Mike Rose, Nan Duangpun, Pamela Yeagley, Phillip Briggs Rocio Avina
Guest: Dave El Fattal

1. Review Meeting Notes of 06/14/18
    The notes were approved.

2. Welcome Dan Watkins, Associate Vice Chancellor of Information Technology and Oleg Bespalov, Moorpark Dean of Institutional Effectiveness

3. Board Scorecard and IE Report
    Philip reminded the group that the two reports are being combined this year. He has sent the templates to the group for review and input. The deadline is July 25 for the Board packet and August 8 for the Board agenda. Philip noted that there are several FTES numbers that are in flux. John explained that every year there are some numbers that do not show in the original view due to some data fields not being filled in. It does adjust by the time the final report is completed. He also explained that operationally generated FTES may be different than reporting due to reporting guidelines.

4. District IRB Update
    Alexandria shared that the next IRB meeting is today and the group will be reviewing the charter and standard operating procedures. The goal is to have the IRB in place by fall. The group discussed what role the IRAC group would have and the consensus was that when multiple colleges are involved, IRAC would be involved.

5. MIS Verification Process
    John explained that the verification process has two levels. The first comprises the categoricals and affects funding. The appropriate departments, such as Financial Aid, review and verify the data before submission. The second verification level involves any anomalies that are noticed on the DataMart. IRAC reviews these and determines the reason behind the irregularity updating as needed. Lisa Hopper noted that the state filters through services and the end result differs from the data originally submitted to the state. John informed the group that he does send the original data to those who request it. Philip noted that once the data is submitted to the state there is no way of verifying the final numbers calculated by the state.

Cynthia suggested that the campuses may not understand the definition of the data and there may be misunderstandings. She cited DACA students as an example where the state allowed coding these students as residents which later created issues when the direction changed. Mike shared that the problem with the coding of first time students has been resolved.

6. CCCCO Metric Simplification
   There was no update.

7. Promesas Update
   Philip gave an overview of the Promesas project for the new committee members. Philip shared that since the last meeting, he has reviewed the data fields involved and the details related to privacy. A consistent process for extracting the data has been developed and John submitted the first batch of data this week in four .csv files.

8. SDA End of Life Date
   Lynn continues to work toward moving users from SDA reporting to Argos. Mike encouraged the group to notify him should they become aware of any existing SDA reporting need that isn't available in Argos yet. Lynn is making note of any new requests, however the current focus is on ensuring that existing needs are met before SDA is terminated. Philip inquired if temporarily running SDA and Argos in parallel was an option. Mike explained that security and cost issues make that problematic.

9. Committee Self-Appraisal
   Each item of the self-appraisal was reviewed. The group decided to review the committee charge at the next meeting and forward any recommended changes to the Chancellor's office. Lisa Branton suggested extending the length of the meetings in order to better serve the District's growing research needs.

10. Other Business
    - Cynthia explained that AB705 will impact the District and suggested that the group review the details. She shared concern for the ability to track students' recommended Math and English placement versus the course the students choose. Currently, data only reflects the placement level. The group agreed to add this item to the August meeting agenda.
    - Alexandria requested that at some point the group discuss if all grants should be reviewed by IRAC. Cynthia agreed that there are challenges with collaborative grants. The group agreed to discuss at the next meeting.

11. Next Meeting
    The next meeting is scheduled for August 9.