



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER**

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

AUGUST 9, 2018

8:30 AM – 10:00 AM > DAC LAKIN BOARDROOM

MEETING NOTES

Attendance: Alexandria Wright, Cynthia Herrera, Damien Hoffman, Dan Watkins, John Cooney, Kim Watters, Lisa Branton, Lisa Hopper, Oleg Bepalov, Pamela Yeagley, Phillip Briggs

Guest: Dave El Fattal, Emily Day

1. Review Meeting Notes of 07/12/18
 - a. Postponed until September Meeting

2. New State Budget Allocation Model

Dan explained that Vice Chancellor Dave El Fattal presented to the Board at last night's board meeting. Phillip explained that the state's new funding formula will significantly impact the IR offices. Additional factors will be included in the formula. The amount per FTES is being reduced and equity factors will be added. IR will be heavily involved working with budget offices. Phillip also stated that Districts will now be funded for the number of degrees awarded. This could create additional requests to the IR offices. Dave explained that there is a new data dictionary related to MIS data submissions. It is important to understand what is needed and to submit consistent data. He also explained that a Districtwide Enrollment Management Committee has been established. Dave explained he will be discussing this with Cabinet and the Committee is likely to be reconvened. Cynthia inquired whether the District has automatic uploads to MIS. John explained that the process is complicated and suggested a formal process be documented to ensure accurate data submissions. Philip explained that more scrutiny will be paid to the data elements now that funding is determined on these numbers. Cynthia suggested a check and balance system amongst the colleges, as some offices interpret them differently. John inquired who would set those checks and balances; rules and guidelines should be established. Cynthia suggested a workgroup be formed from this Committee. She also suggested involving Business Services department. John volunteered to chair the workgroup; Lisa Hopper will serve on the Committee. Philip and Alexandria also volunteered to serve on the workgroup. John will coordinate the first meeting.

3. Grant Process Review

Alexandria explained some concerns about the grant process. She suggested that IRAC members review grant requests due to the large amount of reporting/research requirements on grants. There is also a large impact on IT once grants are received. Dave explained the current grant process, wherein

Business Services reviews grants prior to applications being submitted to the awarding agency. He explained that the grant process has been discussed at the campuses lately. He would like to form a cross-functional committee to develop a better grant process. Cynthia explained that the colleges do not have a systematic approach to grants; deans, faculty, managers are all involved. There should be a centralized office for grant review and coordination. Dave explained there may be a need for an AdHoc Committee related to grants. There was a discussion about the benefits of a small grant vs. the benefits to students. AP3280 is the AP and BP related to grants. Dave will gather information and report back to IRAC at the next meeting.

4. Board Scorecard and IE Report – August 8 Board Presentation Review
Phillip stated that information was presented to the Board at their meeting on August 8. It went well. Cynthia stated the presentation was good, especially for non-educational people.
5. District IRB Update
Alexandria explained the Board has met and is almost ready to be in full effect. The charge has been established. There may be one or two more meetings. The results from the workgroup will be brought to IRAC and a full meeting will need to be dedicated to the review. Afterwards, it will go to Cabinet and then an AP/BP will be established. Dan stated it will be added to the October meeting.
6. CCCCCO Metric Simplification
There was no update for this item.
7. AB 705 Math/English Assessment-Multiple Measures
Cynthia asked how the colleges/IR offices are tracking the results. The consensus was that the offices are not tracking this data. Cynthia indicated this needs to be done as it will be a requirement next year. Each college is handling it differently; it should be consistent. There was a discussion about Basic Skills classes. Oxnard College has reduced the number of basic skills section offerings, as has Ventura College. There was a suggestion for a joint discussion with DTRW-SS. Cynthia stated this is an academic issue so it could be sensitive; academic senate should be driving this issue. There should be high impact results; it should be on everyone's radar. IRAC will make the request of DTRW-SS to bring this discussion to the table. This item will return to the next IRAC meeting. After discussion, it was determined this discussion should begin at the DTRW-EM (Enrollment Management) meeting.
8. Faculty Evaluations and Class Climate
Lisa Branton explained that Moorpark College has a new faculty evaluation system. She explained the history of the responsibility for the evaluations. She question how the evaluations plan to be handled for fall 2018. The Class Climate process is labor intensive, using paper and pencil. Phillip explained that Qualtrix is supposed to move the process to electronic process. There was a discussion of the various issues related to the current process. Cynthia suggested looking at the original intent of the surveys and determine what office is most appropriate for

handling the process. Phillip also explained that there are AFT contractual issues related to the faculty evaluations. Phillip explained alternatives to the current paper/pencil process such as laptop banks, computer labs, and etcetera. This topic is being discussed in this venue because it has been delegated to IR and IT, by default. Dave indicated he will discuss the survey responsibility with Michael Shanahan, the Vice Chancellor of HR. This item will return to the next IRAC meeting.

9. 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.

10. Review Committee Charge for Recommendations to Chancellor's Office

There was a discussion regarding the Committee's charge. Dan asked each member to review and suggest changes. Feedback should be submitted prior to September 1, 2018. Dan will put the document in SharePoint and send a link to members; please use 'track changes' so edits are easily identifiable.

11. Other Business

- Lisa Hopper stated that President Azari inquired about the CCSSE survey. Guided Pathway questions can be added to the Student Perception Survey. Oxnard College would like to add questions to the survey.
- Alexandra explained that Cabinet reviewed the Employee Perception Survey at their recent Cabinet Retreat. There was an assumption that the current survey needs to be reviewed and revised. The Chancellor would like to distribute this survey. Phillip asked what outcomes are hoped to be achieved from the survey and what will be done with the results. Pamela explained that the survey was sent out in 2015 and the results went to HR prior to them being distributed to the colleges. Dave stated he will bring this topic to Cabinet and will return to IRAC with results. Pamela volunteered to put the survey in Qualtrix, with Phillip's permission. Pamela also suggested putting a time reference on the questions. For example, 'During the 2018-19 Academic Year,' Dave indicated the survey should be used as a tool for moving the District forward. There should be consistency with questions so results can be analyzed year over year.

12. Next Meeting

The next meeting is scheduled for September 13, 2018.