



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

**INSTITUTIONAL RESEARCH ADVISORY COMMITTEE**

**SEPTEMBER 13, 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, Lynn Twang, Mike Rose, Oleg Bespalov, Pamela Yeagley, Phillip Briggs, Rocio Cervantes, Sunny Le  
Guest: Dave El Fattal

1. Review Meeting Notes of 07/12/18 and 08/09/18 – Dan  
The notes for both meetings were approved.
2. New State Budget Allocation Model – Phillip  
Phillip shared that the matrix used by the state to award funding between colleges could be next to impossible to calculate in specific situations such as when a student completes units at multiple districts throughout the state. Phillip noted that this should be a state-wide issue since all colleges are grappling with this. Also, dividing the funds between the VCCCD colleges could prove to be problematic. Dave noted situations where a student is awarded a degree from one college in the District but actually completed most of their units from one of the other colleges. Dave will work to develop an internal funding model.
  - a. Accurate Data Submission/Workgroup – John  
The group met to discuss John's process with the main concern of verifying accuracy. The consensus was that the data in the MIS files is accurate. John noted that the state derives their own numbers based on the MIS data that is difficult to decipher, John recommended moving forward with the subcommittee workgroup so that a higher level check is done. His process includes a review of the MIS data from each campus. He recommends going one step further and establishing an internal process on campus to review the data. In answer to a question, he explained that spring was the most critical as it is the end of the instructional year. The subcommittee will work out a timeline and process to present at the next meeting.
3. Review Committee Charge for Recommendations to Chancellor's Office – Dan  
Alexandria suggested that the group define institutional effectiveness in order to facilitate discussion on the committee charge. Dan encouraged the group to make their suggestion as notations at end of the document Dan created. The group will discuss those suggestions at the next meeting.

4. District IRB Update – Alix  
Alix anticipates having the forms available for this group to review prior to the November meeting. These forms are for IRB multi-institute research requests. The group discussed concerns about student survey fatigue. Also, concerns were voiced regarding potential needs for staff resources. It was proposed that having a quota for the number of surveys that are deployed in one year be considered. Also, instituting a fee schedule to offset any staff costs was discussed. Dave noted that it is not atypical to charge a fee for these research requests. The group also agreed that requests could always be rejected should participation be found to be problematic.
  - a. Grant Process Review  
Dave is working on a process and shared that a task force will be established to handle this item.
5. 126 Corridor Student Survey Review – Alix  
Alix shared the survey and asked for input from the group. The survey will be distributed to students residing in the zip codes in the 126 corridor. There will be both a student forum and the survey. It was suggested that there be open ended questions for the forum, that the forum be held before the survey, using the forum to build the survey. Alixi requested that she be sent an email with any additional input. The Chancellor is interested in moving forward with this quickly.
6. Employee Perception Survey – Alix  
Dave will have information on the survey at the next meeting.
7. CCCCO Metric Simplification (standing item) – Dan  
Lisa Branton has not seen any finalized metrics. Oleg will send information to the group and this item will be moved up on the October agenda.
8. Faculty Evaluations and Class Climate - Mike R.  
Mike noted that replacing Class Climate with Qualtrics has been discussed. Since the faculty evaluations fall under the purview of HR, he proposed coordinating with Michael Shanahan to involve HR staff in the process. The faculty evaluations have become very time consuming for IT and campus staff. After discussion, it was decided that Dan and Dave will meet with Michael Shanahan to discuss how the process should be handled in the future. Pam noted that the campuses use Class Climate for purposes other than the faculty evaluations and would like to continue its use. Mike explained that the District currently pays for the annual fee district-wide; if a campus would like to continue with the annual fee for operation, the campus could explore the cost.
9. SDA End of Life Status (standing item) - Mike R.  
The deadline is the end of September. IT is working on a mechanism for a system cut off of ODBC. Lynn has been working on training videos that can be found in the Bookshelf through the portal. A mass email will be sent to everyone in the district in case there are any users who are not already aware of the cutoff.

10. Other Business – Dan  
There was no other business.
11. Next Meeting (October 11) - Dan  
The meeting will be moved to either Friday or Thursday