



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

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

NOVEMBER 8, 2018

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

MEETING NOTES

Attendance: Alexandria Wright, Dan Watkins, John Cooney, Kim Watters, Lisa Branton, Lisa Hopper, Mike Rose, Oleg Bespalov, Pamela Yeagley, Phillip Briggs, Sunny Le
Guest: Dave El Fattal

1. Review Meeting Notes of 09/13/18 – Dan
The notes were approved.
2. Election of Committee Co-Chair – Dan
Oleg was nominated, elected, and accepted the role of IRAC co-chair.
3. CCCCO Metric Simplification (standing item) – Oleg
There was a brief discussion about the nature of this item. It was stated that Moorpark was a beta testing site, which has not been completed. Goals are due to the State on May 31; a commitment is due to the State on December 15. Moorpark has notified the Chancellor and the Board of Trustees, Ventura and Oxnard are not sure. This item will return to a future IRAC meeting.
4. Accurate Data Submission/Workgroup – John
John explained the workgroup has met three times. A document has been completed for final recommendation. The elements that will require a second review/confirmation are: AB540 counts (DW count), completion counts (degrees/certificate, by college), FTES (DW count), Pell grant count (by college), Promise grant (by college). John will send the sample confirmation letter. These metrics affect the student success funding formula. Each component has varying confirming participants. The workgroup is finished with their task. The recommendation will circle back to IRAC for final approval.
5. Review Committee Charge for Recommendations to Chancellor's Office - Dan
https://vccdventura-my.sharepoint.com/:w:/r/personal/dwatkins_vccd_edu/_layouts/15/Doc.aspx?sourcedoc=%7B8bed2862-33fe-4911-aef0-46c043107f89%7D&action=default
Dan mentioned that changes are being made to the current committee charge and it will be reviewed at the next IRAC meeting. At least 30 minutes will be allotted for this discussion.

6. District IRB Update – Alex
A working group for Institutional Review Board (IRB) has been established and a draft charge has been written. A charter and standard operational procedure has also been written. There are two major types of projects. Alix thanked Lisa, Pam and Cynthia for their hard work and commitment to this task. The IRB document may return to the December IRAC meeting and at least 30 minutes will be allotted for the discussion. Pamela explained there will be a timeline/schedule for submissions and review.
7. 126 Corridor Student Survey Update – Alex
Alix explained that the survey was sent to current students with zip codes along the Santa Clara Valley corridor. The results are included as part of the greater survey that will be presented at the November Board meeting.
8. Employee Perception Survey – Dave
Dave explained the qualifications of Modern Think’s proposal to provide an employee perception survey. Dave explained how the survey came about. The College Presidents have seen this proposal and wanted to discuss it with their institutional research teams. Roughly, the price is \$16,000-\$17,000 per college every two-three years. There was a question on whether we could purchase the rights to the survey/questions to maintain it ourselves in tight budget times. Pamela asked what will be done with the data, specifically: 1) what will be done with issues that arise? And, 2) will it be acted upon? If not, we should save the money and do it ourselves. Dave explained that all data should be used to improve any challenges the survey finds. The purpose is to gather useful information that we can do something with and institute improvements. There was a question whether or not the district would own the data and whether we can disaggregate the data if the District should stop using them. Dave explained that he feels the amount of money is manageable coming from his perspective, especially considering the amount of time one can spend on this project. Dave asked whether or not there is interest on the part of IRAC members to move forward. There was no opposition.
9. Faculty Evaluations and Class Climate - Mike R.
Dan and David have not met with Michael Shanahan yet; he has heard there is a low completion for the surveys. Mike Rose suggested that the entire process be looked at and a documented process and a (BPA) Business Process Analysis be written. Dan stated that he brought this up at the IEPI call. Mike also said HR should be consulted due to the AFT contractual issues. Dan indicated this item will continue to move forward and he and David will meet with HR and report back to IRAC.
10. SDA End of Life Status (standing item) - Mike R.
The initial end of life date was September. Requests were made for extensions, which were granted. The current date is December 3rd, internally. Users will receive an error message when log-ins are tried.

11. Campus 'Show and Tell' – Oleg
Due to time constraints, this item was postponed until the December meeting.
12. Other Business – Dan
There was no other business.
13. Next Meeting (December 13) - Dan