VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE
JANUARY 10, 2019
8:30 AM – 10:00 AM ➢ DAC SANTA ROSA ROOM (209)

MEETING NOTES

Attendance: Alexandria Wright, Cynthia Herrera, Dan Watkins, David El Fattal, John Cooney, Kim Watters, Lisa Branton, Lisa Hopper, Mike Rose, Nan Duangpun, Oleg Bespalov, Pamela Yeagley, Phillip Briggs, Rocio Avina, Sunny Le

1. Review Meeting Notes of 12/13/18 – Dan
   The notes were approved.

2. ModernThink Update – Dr. El Fattal
   The group reviewed the related documents, including the draft timeline. The goal is to launch the survey in March. The delivery mechanism will be handled by the vendor. The intention is to perform the survey every twenty-four to thirty-six months in order to access the climate throughout the District. Once a baseline is established, the results will be reviewed in terms of how to make improvements and action plans developed as needed. A meeting is being scheduled with the vendor and IT to coordinate the project; Dave will share additional information with the group when available.

3. District IRB Update – Alix
   The IRB workgroup has completed their initial requested tasks and is on hold until the IEPI is completed. Once completed, there will be more information on who will be the official responsible for the IRB.

4. Faculty Evaluations and Class Climate Update - Mike R./Dan
   The hope is to complete the upgrade this week; there are staff resource challenges that may cause a delay. Dan will be meeting with Michael S. and the campus VPs in regards to the process as a whole, who should oversee and take ownership, and other related issues. There are some manual processes that could be streamlined, easing the intense staff time required with the current process. There was a suggestion that a representative from IR attend the meeting and Philip volunteered.

5. Discussion: Auto-Awarding of Degrees and Certificates – Cynthia
   The group discussed the topic in terms of the new funding model and how best to alert students to their eligibility for degrees and certificates of which they may be unware. There are some good tools available such as Hobsons that could be used. It was noted that FA eligibility was a factor for some students. The discussion will be continued at the next meeting.

6.   Campus 'Show and Tell' – Districtwide IT Trello Board
      The Trello Board is being used to track projects in IT, including by the campus IT
      Directors. This offers a more complete picture of the IT projects as a whole.
      Completion rates are not tracked. This is used on the higher level; a different tool is
      used for the details of each project. This tool is free although there is a version with
      additional features that comes with a cost. This can be distributed to everyone for
      informational purposes. There is an archive feature so history is retained with a list
      of completed projects.

7.   Other Business – Dan
      • Lisa H. informed the group that the two research analyst positions were
        approved and the positions are open on NeoGov.

8.   Next Meeting (February 7) - Dan
      The next meeting is scheduled for February 14. Dan will be out; Oleg will chair.