



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

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

APRIL 11, 2019

8:30 AM – 10:00 AM > DAC SANTA ROSA ROOM (#209)

MEETING NOTES

Attendance: Cynthia Herrera, Damien Hoffman, Dave El Fattal, John Cooney, Kim Watters, Lisa Branton, Lisa Hopper, Mike Rose, Nan Duangpun, Oleg Bespalov, Pamela Yeagley, Phillip Briggs
Guest: Patti Blair

1. Review Meeting Notes of 03/14/19
The notes were approved.
2. Continued Discussion: Auto-Awarding of Degrees and Certificates – Cynthia
The group discussed the wording, suggesting to use Auto-Identification instead of Auto-Award. John is working with Patti Blair and marketing; they may have suggestions for wording. The group discussed the current process for applying for graduation. It is mostly manual and labor intensive, prone to human errors and not maximizing the potential awards. Mike shared that a project request has been submitted but not yet ranked for priority.
3. Perceptions Survey Process – Dave
Dave shared that the Chancellor's Cabinet had some questions such as if questions regarding classes could be included. Examples given were the best time to attend classes and determining interest in pursuing online degrees/certificates. Dave authorized the survey to be administered. He will send an email to Lisa B. with the additional questions from Chancellor's Cabinet. If there is time to add the items before administering, Lisa B. will add them. Otherwise, go forward with administering the survey. John will distribute the last week of April. It was acknowledged that the response rate may be lower due to the timing because of finals. Lisa B. noted that having an incentive for students to complete surveys has been found to increase the response rate.
4. District IRB Update – Dave
Dave presented the IRB recommendation to the Chancellor's Cabinet. The will need time to review, but he anticipates their acceptance. The group discussed concerns that time requirements would increase over time which would necessitate some kind of compensation for employees. Dave will focus on that issue when discussing with the Cabinet at the next meeting and suggested inviting Alix to that discussion.

5. Campus 'Show and Tell'

6. Other Business

- Dave updated the group on the ModernThink employee survey. Currently, he only has the response rates. Once the data is available, any areas that are determined to need improvement will be discussed and, through shared governance, decisions made. He will continue to keep this group updated.
- Cynthia mentioned the Vision for Success local campus goals that need to be submitted to the Board for approval and then submitted to the State. OC will be ready to take to the Board in May. The group discussed a template that all campuses could use and Oleg shared that MC was informed that the District office would handle creating the Board item. Oleg mentioned that MC might request an extension for the Equity goals. Cynthia suggested consistency across the District; if MC requests an extension, the other two colleges should also do so. A process discussion would also be helpful. Dave will discuss with the Chancellor's Cabinet at the Monday meeting.
- Mike reminded the group, on behalf of Dan, to complete the Committee Self- Assessment Survey.
- Oleg inquired if there is access to the CCCApply data, if this is an IE or IT function to create operational reports. Mike explained that Argos does have access to CCCApply data and that the Researchers would be the lead. If additional technical assistance is needed, a project request should be submitted.
- Patti shared information from the Website Redesign Committee. The consulting company name is KWALL. Part of their charge is to survey staff and faculty, gathering information regarding the District and college websites. The vendor delivered the survey for review last night and the expectation is to administer the survey within a week. There will be three different surveys: 1) current students, 2) faculty and staff, and 3) perspective students. After the survey has been deployed, focus groups will be formed. The vendor will handle the focus groups. After the surveys and focus groups, KWALL will share the findings. The anticipated launch of the new websites is March 2020. The group discussed. Pamela inquired as to the human research aspect and how the safety and privacy of students will be protected, specifically in the focus groups. It was noted that this was most likely handled by the vendor who has experience in administering surveys and focus groups for student populations. Pamela stressed that this should not be overlooked. Concern regarding safety and privacy of VCCCD students in the focus groups was recognized and thought to be addressed by the previous experience of the vendor. The survey questions will be sent out to the group for review. Feedback to Patti and Mike was requested by Monday. They will communicate any changes to the vendor; John will enter the survey into Qualtrics. Thursday at 5:00pm is the target for deployment.

7. Next Meeting (May 9)