



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

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

MAY 9, 2019

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

MEETING NOTES

Attendance: Alexandria Wright, Dan Watkins, Dave El Fattal, John Cooney, Kim Watters, Lisa Branton, Mike Rose, Nan Duangpun, Oleg Bepalov, Pamela Yeagley, Sunny Le

1. Review Meeting Notes of 03/14/19 – Dan
Pamela requested further detail be recorded for item #6 Other Business, the last bullet point regarding the safety and privacy of students participating in the website focus groups and surveys.
2. Committee Self-Appraisal Results – Dan
Each question was reviewed. There was agreement that the committee charge doesn't accurately reflect the work of the committee. Dan suggested forming a sub-group to work on recommendations for changes to the committee charge. These would be submitted to the Chancellor's Cabinet. Also noted was the process for adding agenda items for meetings; items can be emailed to Dan, Oleg, and Marla. The group expressed concern on there is more work to do than time available and discussed ways to be more effective. A shorter agenda and using email for project updates was discussed. Dan noted that most items need either input or higher level approval of other committees. It was also noted that when DCAP was meeting, IRAC would receive direction from that group. DCAP has decision making authority and IRAC is an advisory committee. Items are routed directly to the Chancellor's Cabinet which has competing agenda items that need to be addressed and prioritized. Mike suggested creating a road map of projects in progress and sharing it with the Chancellor's Cabinet with information detailing the importance to the District.
3. Continued Discussion: Auto-Identification/Award of Degrees and Certificates – Dan
Mike shared that the VC CTE department has applied for a grant in this area and were interested in working together on this project. They asked Mike for a quote and he has a proposal from Strata Information Group that was scoped based on VC's criteria. The grant money will allow the project to be expanded. He hopes to include the other two campuses and this seems like a project that would fall under IRAC. Dan suggested a work group be formed that consists of a representative from each college and include IR, FA, Counseling, and other appropriate departments. Mike will connect with Phillip since he has already done some work in this area. There is no timeline set yet but he anticipates starting in mid to late fall.

4. ModernThink Employee Survey Update – Dave
Dave shared that ModernThink will have the results ready for a limited group to view and discuss at the Chancellor's Cabinet. It is anticipated that the results will be released within the next month to the broader population. The information will also be discussed at the two day Chancellor's retreat. Dave is available to answer any questions. They are closer to being able to know how to move forward with the information gathered from the survey. The idea is to continue to administer the survey in future years for comparison.
5. Perceptions Survey Update – Lisa B.
Lisa shared that the survey was open for three weeks and three reminders were sent. There was a good response. She expressed appreciation for Dave finding the funds to offer incentive gift cards for four students at each college. It was discussed that there is a need for a process to be determined to address if a student doesn't respond to winning the gift card. The group expressed the need for the results to be shared with the campuses as well as presented to the Chancellor's Cabinet. Pam suggested that the Deans be contacted. Oleg will check.
6. District IRB Update – Dan
Dan shared on Dave's behalf that the Chancellor's Cabinet had cost concerns and that Dave had asked them to review the IRB information further for a more comprehensive review at the next meeting. It was also noted that changes in management are affecting the make-up of the Cabinet recently. Dan proposed that one or more representatives from the IRB work group attend the Chancellor's Cabinet meeting to answer any questions. It was agreed and he will follow up with Dave. The group discussed the need for the IRB in order to ensure that the District is following federal guidelines. Pamela cited the recent ModernThink survey as an example of the importance of having the IRB in place. She expressed concern that the student focus groups did not check for under age and that there are many rules and standards that need to be met for surveys and focus groups. The group discussed if there is a distinction between surveys and research where questions are not of a personal nature. Since this is a legal issue, legal counsel would be able to answer this. Mike suggested that it would be of value for the IRB group to distribute guidelines for groups to follow for surveys, etc.
7. Other Business – Dan
John inquired if anyone has done any work on how long it takes students to graduate. He did an initial review based on questions from Dr. Gillespie. He was interested if anyone has checked into using a methodology other than the score card. Mike suggested he connect with Phillip and Lisa suggested he check with OC.
8. Next Meeting (June 13) - Dan