



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

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

JUNE 13, 2019

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

MEETING NOTES

Attendance: Alexandria Wright, Cynthia Herrera, Damien Hoffman, Dan Watkins, Lisa Branton, Mike Rose, Nan Duangpun, Oleg Besspalov, Pamela Yeagley, Phillip Briggs

1. Review Meeting Notes of 05/09/19 – Dan
The notes were approved.
2. Continued Discussion: Auto-Identification/Award of Degrees and Certificates – Dan
Mike shared that ATAC has approved the priority level for this project and Strata Information Group has submitted a quote to VC. There may be possible funding from the CTE grant. Phillip Briggs has done some work related to this and the entire graduation process that Mike thinks is important to discuss. Mike noted that DegreeWorks should have the information needed; after a discovery session, more will be known. Banner is already built for a data crosswalk. It is anticipated that this could be ready for next spring graduation. Felicia Duenas is the lead from VC.
3. ModernThink Employee Survey Update – Dan
Dan noted that the results have been shared with the campus Presidents. Dave has suggested that the Chancellor send out the plan of how the results will be released. The survey results will be a subject of discussion at the Chancellor's retreat. The hope is to have the information released by fall.
4. Perceptions Survey Results Update – Dan
There is one gift card that has not been claimed; John will be contacted to verify if another student can be chosen to receive it. There has been no movement with sharing the data with the colleges yet. Dan will request John distribute the raw data to the appropriate Deans. The next steps will be discussed at the next meeting.
5. District IRB Update – Dan
Lisa and Pamela attended the Chancellor's Cabinet for discussion related to the IRB; the Cabinet requested additional information. Pamela's understanding is that the IRB process will be delayed until there is a Vice Chancellor of Institutional Effectiveness in place. The Chancellor's Cabinet and the Vice Chancellor of IE will make decisions on how to proceed. Pamela and Lisa updated the group that they have started on the documents needed for the website. They noted that once completed, it will take time to be officially approved by the federal government. Alix requested that Dave meet with the work group. Dan noted that Dave intends to do so and Alix will work with Laura Galvan to set up a meeting.

6. IRAC List of Projects – Dan

Mike noted that creating a list of projects has been discussed as a method to keep the Chancellor's Cabinet informed on IRAC's projects. Dan shared the idea of the project request form and usage; he will send out the link. The group discussed having the ability to store ideas for future consideration that are not actively in progress. There is a 'hold' option that could be utilized. Mike offered another suggestion for tracking projects using a Trello board; this would be easy to create and less formal.

The group discussed establishing goals for IRAC in the fall to be reviewed at the end of the year; it was suggested to explore this more fully when the Vice Chancellor of IE is in place.

7. Other Business – Dan

Cynthia shared that Sofia Diamantopoulou has been hired in the position of Research Analyst at OC. She will fill Damien Hoffman's position who is filling Lisa Hopper's vacant position. Sofia's start date is sometime mid-July.

Mike shared that the programming staff is working with the FA departments regarding Gainful Employment notifications. It will be displayed in self-service when students access registration. Since this will be tied to the work that IR is doing he wanted to mention it to the group.

In response to the question on how agenda items are added to the agenda for meetings, it was noted that items should be sent to the Chair, Co-Chair, and Marla at any time prior to the meeting.

Mike shared that for the placement project, the state information gathered from the high schools will be used. They take the information from the high schools and run it through an algorithm. That data will be updated within a month. It was noted that if it results in a projected placement, that will be helpful for VCCCD purposes.

8. Next Meeting (July 11) - Dan