



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

**INSTITUTIONAL RESEARCH ADVISORY COMMITTEE**

**AUGUST 8, 2019**

**8:30 AM – 10:00 AM > DAC SANTA CATALINA ROOM (#103)**

**MEETING NOTES**

Attendance: Alexandria Wright, Cynthia Herrera, Damien Hoffman, Dan Watkins, John Cooney, Kim Watters, Larry Buckley, Lisa Branton, Mike Rose, Nan Duangpun, Pamela Yeagley, Phillip Briggs, Sofia Diamantopoulou  
Guest: Eric McDonald

1. Introduction of Dr. Lawrence Buckley, Vice Chancellor of Institutional Effectiveness
2. Review Meeting Notes of 06/13/19 – Dan  
The notes were approved.
3. Continued Discussion: Auto-Identification/Award of Degrees and Certificates – Dan  
Funding to bring in SIG consultants to scope the project has been approved. Hopefully, money from the grant will be a funding source for the project. A discovery session will be scheduled sometime in October or November. The project will probably not be ready to implement for spring. The group discussed developing a temporary alternative method, possibly using DegreeWorks. Mike asked for volunteers for the small core work group he is forming. Registrars and counselors were mentioned as needing to have representation in the work group. Phillip shared the current graduation process which is a manual paper system with carbon copies and manual checking.
4. ModernThink Employee Survey Update – Dan  
The survey was discussed at the VCCCD Chancellor's retreat. The survey highlighted the positives as well as the areas needing improvement. The Presidents will share the information with their campuses, possibly during flex week. Collaboration district-wide was noted as important. There was a larger theme around the survey: how to be competitive with each campus while also lifting up each campus. This is an important initiative and there will be more coming in the near future.
5. Perceptions Survey Results Update – Dan  
John has sent the data to the colleges. He suggested the need to look at how the backend works and improve some on how the data comes out to be better able to separate data between the campuses. Overall, he thinks the survey was successful with a higher response rate online than normal. The consensus was that this was due to the incentives that were offered for completing the survey. Damien noted that some of the questions had many categories which made it more

complicated to visually report on the results using charts. The group discussed beginning work on the next survey now, forming a work group that includes those who handle the raw data. The recommendation to Chancellor's Cabinet will be to deploy the survey in 2021. It was suggested that the work group be present at the Chancellor's Cabinet meeting when they discuss the survey questions to explain the reasoning behind the structure and specific question choices. It was noted that documentation should be filed in preparation for the 2023 accreditation.

6. District IRB Update – Dan  
After discussion, the group identified that the next step was to have the work group meet and that Larry will discuss with Dr. Gillespie to determine where the Chancellor's Cabinet stands on the issue.
7. Creating New Placement Indicators in Banner – Damien  
Damien inquired if the current placement process could be made easier. Mike shared that Eric McDonald has been working to prepare the technical side to be ready for data that will come from the state. The project has slowed down some over the summer months. Eric gave a presentation on the project. At the time a student applies through CCCApply, high school transcript and other information will be collected which will generate a recommended placement to the colleges. Eric will provide resources for the group. It was suggested that researchers be invited to attend the AB705 Assessment Group led by Oscar Cobian and the Banner Student Group led by Mike.
8. Process for Requesting Agenda Items – Dan  
A notice requesting agenda items will be sent out two weeks prior to the regularly scheduled meetings. Agenda items can be emailed at any time to Marla, Dan, and the co-chair. There are typically standing agenda items that are usually discussed at each meeting.
9. Other Business – Dan  
There was no other business.
10. Next Meeting (September 12) - Dan