



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

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

SEPTEMBER 12, 2019

8:30 AM – 10:00 AM > DAC LAKIN BOARDROOM

MEETING NOTES

Attendance: Dan Watkins, John Cooney, Larry Buckley, Mike Rose, Nan Duangpun, Oleg Bespalov, Pamela Yeagley, Phillip Briggs, Sofia Diamantopoulou, Sunny Le

1. Review Meeting Notes of 06/13/19 – Dan
The notes were approved.
2. Cynthia Herrera – New Role as DAC Dean of Strategic Partnerships and Planning
Larry explained Cynthia's new role. Her time will be split between the DAC and OC with eighty percent at the DAC, twenty percent at OC. The position will encompass more than work force development. The group discussed that DCAP may be reactivated; the decision may come as early as next week. Pamela shared that, in the past, this committee took direction from DCAP and suggested that, should DCAP be revived, a representative from this committee attend.
3. Election of Co-Chair (OC) – Dan
There were no attendees from OC at the meeting. Dan will email Cynthia to determine her recommendation for co-chair.
4. Continued Discussion: Auto-Identification/Award of Degrees and Certificates –
Mike
Larry has agreed to be the sponsor for this project. Two consultants will be scheduled for on-site sessions. They would like as many people involved in the review process as possible from all the different appropriate departments and job responsibilities. The first session will include approximately forty people. The focus will be on auto identification while also accessing the current graduation process. Once a date has been selected, the guest list will be created. A potential date is all day November 13th with a half day on November 14. Mike shared his call with Sierra College regarding their implementation. Due to a technical element, this process is challenging; Sierra College runs a smaller population of those students who are close to completion through the process and it takes a full month to complete.
5. District IRB Update – Larry
A brief history of the development of the District IRB was explained. Dan will coordinate with Pamela to send Larry the current documentation.

6. **New Placement Indicators in Banner Update – Damien**
Mike shared that there is an open project for multiple measures and the next step is to complete the mapping. The AB705 group will be meeting soon, probably within a month.
7. **Request from Post Apollo High School, Grad Data – Oleg**
Oleg has a request for data sharing from a high school interested in finding if their students are succeeding. He brought it to this group to determine how these kinds of requests are normally handled. John shared that there are pipelines available such as Cal-PASS that are designed to be a conduit between high schools and colleges. If Apollo participates with Cal-PASS, they might find the information there. The group discussed the benefits of developing a standard response for these types of requests. The next steps identified were 1) Oleg will send the aggregate information requested to John and they will respond to Apollo High School, 2) a short-term work group that is led by John and includes Oleg, Sofia, and a representative from VC to be determined by Phillip will be created to develop a standardized method for responding to these kinds of requests. It is anticipated that the group would be ready to report back to IRAC at the November meeting.
8. **Other Business – Dan**
 - Pamela noted that submittal of applications for CCSSE closes on October 31. A decision on whether or not to administer the survey needs to be made soon. In the past, there was discussion exploring the possibility of the District covering the costs for the three colleges. As a 'ballpark' figure, the amount for MC alone was around \$15,000.00. The group inquired as to the last time CCSSE was administered. Pamela noted that VC administered the survey in spring semester of 2016. Marla will research for additional information.
 - Dan noted that the faculty evaluations are currently in process. He recently documented the process and will meet with the current VPs to review and discuss how to improve the process.
 - Dan explained that the committee charge review has been tabled until a Vice Chancellor of Institutional Effectiveness was in place. He would like to discuss at the next meeting. The current charge will be distributed for the discussion.
9. **Next Meeting (October 10) - Dan**