VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE
APRIL 17, 2013
8:30 AM – 10:00 AM ➤ VC ADMIN CONFERENCE ROOM

MEETING NOTES

Attendance: Michael Callahan, John Cooney, Dave Fuhrmann, Lisa Hopper, Lisa Putnam, Mike Rose

1. Review Meeting Notes of 03/27/13
    There were no changes or comments.

2. IRAC Self-Appraisal Review
    Each item and the comments on the Self-Appraisal report were reviewed and discussed.

3. VCCCD Master Plan Research Update
    Robin requested that additional demographics be included. Lisa P. will make the necessary updates and distribute to the group. Lisa has been asked to make a presentation to the Board in June.

4. Preparation for VCCCD Institutional Effectiveness Report
    The current report was discussed with regards to any possible changes that might be needed in the new report. Per Dave, no new information has been requested yet. The report items were reviewed and assignments made. A draft should be ready by the May meeting.

5. Review IRAC Description - VCCCD Participatory Governance Handbook
    The description in the handbook was discussed and recommendations for changes were agreed upon. In the first paragraph, the addition of 'Office' to indicate the difference between the District as a whole and the District Office will be recommended. In the third paragraph, 'a common method' was recommended to be replaced by 'methods' in order to be more accurate. The addition of a Co-Chair position, to be filled by a College Institutional Researcher and rotated each year, was also recommended.

6. Review Project List
    The project list was reviewed and updated as needed.

7. Other Business
    * The group discussed the development of a more robust data warehouse which related to the comments for question 8 of the Self-Appraisal. Dave shared that SDA will be located on a separate server which will resolve the

problems that occur during peak time such as registration where reporting slows down the system for registration and vice versa.

- Michael is planning on developing a data warehouse, probably starting with Access. Dave said that this would be good for prototyping, but that long-term this would be a larger project for district consideration. We will discuss at the next meeting after Michael makes his contacts, and Dave will start gathering info to discuss a district-wide project.

- Lisa H. inquired if anyone has suggestions for the best way to print the ARC Score Card Charts. Dave suggested using Snagit. The Windows Snipping Tool was also suggested.

- Lisa H. inquired about CCSSE (Community College Survey of Student Engagement). The group discussed which college has signed up in the past. Pam wants MC to sign up. There may be a discount if all three colleges decide to sign up for the service. Dave will become involved if it is decided to obtain a District license.

- Lisa H. suggested that some sort of standard terminology be established for certain terms. A common definition would be helpful in discussions. Departments can have different definitions for the same term based on the needs of that department. It was decided that a list of terms should be brought to the next meeting and discussed further.

8. Next Meeting
   The next meeting is scheduled for May 8.