1. **Introduction**

Lan started the meeting and gave a brief introduction on the following points:

- We have done All Campus Survey and Retreat in May.
- There were 2 meetings of the IR Advisory committee scheduled for this semester – next one is November 15.
- Research is constantly ongoing especially in light of accreditation coming up.
- Spring 2008 self study begins.
- Strategic Planning Committee will meet 5 times immediately following Steering meetings.

2. **Update on major IR activities**

Four college-wide goals were identified as a result of the All Campus Survey: Student Success; SLO; Fiscal Transparency and Resources; and, Open Communication.

   a. **All-Employee survey in March and retreat in May**

      The results have been compiled in a hard copy book, and it is also posted online at [http://www.citruscollege.edu/planning](http://www.citruscollege.edu/planning)

   b. **Strategic planning**

      The research office is heavily involved in the strategic planning process on campus.

   c. **Title V Co-op grant**

      CTE – established a database of students; monthly reports; mini research projects; meet with ULV once a month.
d. Title V Solo grant
   - Work with Sylvia Smythe - required assessment study being done – research staff providing data.
   - Data for Learning Communities.

e. Student Learning Outcomes
   - There is a new coordinator, Roberta Eisel, and Lan expects that the research office will be providing a lot of support. Roberta will be conducting general training session on SLO’s.
   - Help is most needed in assessment.
   - Rosie raised a question regarding the Connecting the Dots workshop as it relates to non-instructional programs.

f. Program review
   - Kay has been and continues to work on OLAP cubes (Online Analytical Processing, a tool that enables user to put in their parameters online and generate data online) which will be a huge help for program review. Currently the deans have access to OLAP but Lan’s plan is to have open access eventually.
   - Roberta commented that program review and SLO are closely related.

g. Enrollment Management
   - The research office is working on producing enrollment management reports to see how enrollment management efforts have paid off, and for future planning.
   - Eric noted that enrollment reports are very important for the deans for the purpose of planning and course offerings. Currently Banner has no information regarding number of student attempts to a certain section of the class after the class is closed. This piece of information is very important to the deans in terms of course offerings for future terms.
   - A brief discussion took place regarding 320 reports.

h. ARCC, CCSSE, and working with TeCS
   - Must write a self-assessment for Chancellor’s accountability reporting-2008 report coming up in October.
   - CCSSE – will do again in Spring ’08 – both the students and faculty parts
   - Works closely with TeCS for the data they provide for IR to work with.

i. Other Ad Hoc activities
   - Many requests for information that IR does its best to accommodate. In the future the advisory committee may need to help prioritize those requests.
   - Kay, Jose and Lan meet weekly to touch base and review what they have been working on.
j. The reading series seminar at the IR office
   Lan has developed a list of books and articles for the IR staff to read to stay current with national and state research on community colleges.

3. Future plans in the coming year
   a. Accreditation and self-study
      IR will be heavily involved in this project.

   b. Fact book
      This is needed for the self study. The IR staff is working on it now.

   c. IR website
      - This is on Lan’s to-do list.
      - Rosie asked about the data that would be put on the website. Lan responded that the Internet would have publicly available data, and the Intranet would have Citrus data. Data would be communicated to the data user first then made available to the campus community.
      - Charity asked about the policy at other community colleges.
      - Linda Welz mentioned that the Chancellor’s office makes the data available on their website.
      - We need to know how much is out there on Citrus College.

   d. Research briefs
      Lan expects to be able to make data available to the campus in a series of briefs as soon as there is time for her staff to work on them.

4. Open Discussion: any questions?
   - Lan welcomes all advice on how to make all this information available to the campus community.
   - It was suggested to use the weekly bulletin to prompt the campus regarding data availability.
   - The question was posed “what do other colleges put on their internet sites as far as data information”.
   - At the end of the meeting, Roberta commented that it was a strong and very positive message that Lan charges the committee to spread the word and create a “culture of evidence” on campus. She asked all the members of the committee to take this message back and share the responsibility of spreading information on campus.