Citrus College Institutional Research and Planning Committee
Minutes for Monday April 27, 2009
10:00 a.m. – 11:00 a.m.
AD 206

Members:

Lan Hao, Chair - present
Eric Rabitoy - present
Lucinda Over – present
Rosalinda Buchwald - absent
Katherine Halcrow - present
Roberta Eisel - present

Debbie Vanschoelandt – Carol Cone
(sub)
Linda Welz - present
Ashley Woodard - present
Kay Nguyen - present
Linda Swan - present

Guests

Karlyn Bradley
Sunny Liu

The meeting came to order at 10:10 a.m.

Research Request System on campus
Lan distributed a draft form similar to the Footprints system. The request system is not yet live and Lan is soliciting ideas, suggestions, etc. Eric Rabitoy offered and was seconded by Lucinda that it be made available only to Deans, Directors, Senate president and other faculty lead/program coordinators so as not to overwhelm the research department with individual requests. Lan said the system would be capable of copying deans on any requests submitted. The idea of creating a community on the intranet was also brought up.

Campus-wide Annual Research agenda
A handout of on-going research department projects was given out. Lucinda suggested offering a flex day workshop on how to use the data prepared for program review.

Eric stated a desire to see program review data ready by convocation so that departments could start working immediately after that. Unfortunately, due to the late submission of grades that may not be possible. Eric also expressed gratitude for the work the research office contributes. An additional thought was to have a post program review discussion to solicit ideas for what might be needed next time.

SLOA Update – Roberta Eisel

Roberta began by noting that the IR office provides a great deal of support to and guides the SLOA process.
The new General Education committee was founded through SLOAC and will be led by John Vaughan. Lucinda noted a need to know the requirements from the chancellor’s office, state bills, etc. before much more work is done with SLO’s and general ed. She felt, however, it would require a full-time person, for at least a time, to research these requirements. Currently, there is no one who has that time to devote to such a project.

Accreditation Self Study Report – Standard 1B – Institutional Effectiveness
The report is currently available in draft form on the intranet. The final draft is due May 1 and it will go to steering on May 11. Please let Lan know if you see any problems or have suggestions.

Strategic Planning
Lan and her office are also heavily involved in planning. The 2008/2009 AIP is completed. The 2007/2008 final report is done and it is now time to start the 2009/2010 AIP.

Research Projects Update from the IR Office
1. STEM Grant projects
2. Working closely with Student Services
3. Program Review
4. IR website – being updated by Linda Swan with help from Jolie Elman

BP3250 and AP3250
A copy of BP3250 was distributed. Lucinda pointed out that the word Career should not precede Transfer Center. It was decided that it could be brought up at Steering and the word removed at that time. It has been approved by all constituency groups and will now go to Steering.

Lan is still working on the AP. Dr. Perri wants more detail and specific language in the procedure.

Lan also handed out copies of IRPC’s purpose statement which was approved and passed at Steering on March 23, 2009.