Citrus College Institutional Research and Planning Committee
Minutes for Monday March 2, 2009
10:00 a.m. – 11:00 a.m.
AD 206

Members:

Lan Hao, Chair - present  Debbie Vanschoelandt – present
Eric Rabitoy - present    Linda Welz - present
Lucinda Over – present    Ashley Woodard - present
Rosalinda Buchwald - present Kay Nguyen - present
Katherine Halcrow - present Linda Swan - absent
Roberta Eisel - present

Guests
Karlyn Bradley

1. Introduction of committee members and their job titles. We had two students joining the
   meeting: Karlyn Bradley, guest and Ashley Woodard, student rep.
2. Dr. Hao asked for approval of the minutes from last meeting, and the minutes were
   approved.
3. Dr. Hao informed committee members that the committee name has been changed from
   Institutional Research Advisory Committee to Institutional Research Committee, and we
   are officially a standing committee of the Steering Committee now.
4. The main goal for today’s meeting is to establish the purpose and responsibility for
   Institutional Research Committee
5. Dr. Hao passed out the template from Physical Resources Committee – She noted that the
   responsibilities change annually.
6. Roberta Eisel (SLO Coordinator) asked questions about the role of the committee, and
   whether they will help with reviewing research requests. Dr. Hao explained that since the
   nature of the research requests could be urgent, it is in the interest of time that the
   reviewing be done within the Research Office.
7. Dr. Hao informed the committee of the new research request system that is similar to
   footprint.
8. Some questions were raised as to whether the Fact Book should be an annual thing; since
   the updating of the fact book can be quite labor intensive, it is decided that it will be
   updated every other year.
9. Eric Rabitoy (Dean of Science) started the discussion on Program Review and offered to
   provide instructional perspective on creating the template for Program Review.
10. Rosi Buchwald brought up issues of non-instructional program reviews and how there
    needs to be a student survey to assess non-instructional programs and student services.
    This issue needs to be followed up with more discussions on the logistics of survey
    purpose and dissemination.
11. A discussion of the processes of Program Reviews for non-instructional programs started.
    Lucinda Over (Dean of Counseling) mentioned that Irene Malmgren (VP of Instruction)
and Jean Hamilton (VP of Student Services) had worked together and come up with the template for non-instructional programs and that these program reviews go straight to steering. Jerry Capwell has the template for the non-instructional program review.

12. Roberta Eisel pointed out Accreditation Standards 1B as providing the language and guidelines to develop the Institutional Research Committee purpose and responsibility.

13. Roberta Eisel and Rosi Buchwald will be helping Dr. Hao in drafting out “Purposes and Responsibilities 2008-09” for the IR committee – will be ready for the committee’s review next time.

14. AP 3250 needs to be rewritten to make it more detailed. Dr. Hao is going to work with the person in charge of each plan as stated in BP 3250 in drafting the AP 3250.

15. Linda Welz mentioned that a Technology Plan needs to be added to the planning process.

16. Eric Rabitoy suggested that the committee should take a look at other California Community Colleges IR Committee purpose and responsibilities statements for ideas.

17. Dr. Hao gave updates from the Research Office:
   a. Completion of Fact Book
   b. Program Review
   c. Recipient of STEM Grant
   d. HSI Grants – CFTE
   e. Production of High School Reports
   f. Working with student services – EOPS
   g. CCSE

18. We also talked about upcoming big projects including the Employee Survey which will be done in Spring 2010 as well as CCSSE in Spring 2010.

19. A draft timeline of major projects in the next five years
   a. Each fall: program review
   b. Spring 10: all-employee survey; CCSSE & CCFSSE
   c. Spring 11: update of fact book

20. Dr. Hao gave a quick summary regarding the ARCC assessment report and that out of the 7 performance indicators, Citrus College performed above the peer group average for 6 of them with the exception of persistence.

21. There was a discussion regarding the definition of transfer rate and under the economic situation, many universities are not accepting students. Instead of looking at transferred students, we should look at transfer-prepared students.

22. Dr. Hao brought up the EMS and how this will be a wonderful tool for enrollment management.

23. Discussion of future meetings -- Dr. Hao will ask Linda Swan to look for possible Monday dates for the meeting since Thursdays don’t work for several committee members.

24. Katherine Halcrow asked for copies of the Fact Book for the library. Dr. Hao said she will give the hard copies to her.