Citrus College Institutional Research and Planning Committee
Minutes for Monday May 18, 2009
10:00 a.m. – 11:00 a.m.
AD 206

Members:

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

Guests

Karlyn Bradley
Sunny Liu

The meeting came to order at 10:00 a.m.

Minutes for the April 27 and March 2 meetings were approved with one correction to the 3/2 minutes, item #13, change out to our.

Lan noted this is the last meeting for the 2008-2009 year and it is time for reflection on the work done this year by institutional research and for strategic planning.

Topics coming up for next year will be: SLO’s, accreditation, program reviews, MIS data for Counseling and SLO’s, i.e.

1. Student Learning Outcomes/Hotshots Plan
A great deal of work has gone into this plan. The college needs to reach proficiency level by 2012. Roberta distributed a handout showing the plan. The language in BOLD is from the rubric. She asked that a cost center be requested in the college budget for items related to SLO’s. She also requested that the impact on all staff workloads be tracked by SLO’s. This will be a piece of evidence for the self study. SLO’s = student learning outcomes – this is at the heart of everything we do.

2. Major Research for Fall 2009
   A. All Employee Survey questions – re-examine the SLO questions; connect with major communities on campus to give them a heads up.

   B. CCSSSE will be administered again in Spring 2010. This is done every 2 years. Lan will give a heads up to the Academic Senate to get the word out to faculty.
C. Program Review Data for instructional programs -
   IR did 63 programs last year; it involved a lot of work to prepare the data.

3. A-G Project – Glendora USD
   FYI – Eric Rabitoy did an outreach project with Glendora USD which shows if students come to
   Citrus with A-G completed, then transfer is easier. He is also working on the same project with
   Duarte.

   Credit was given to Paula Green’s office for making the report attractive.

   It was suggested that a notation be added to the report about why the numbers are dropping.

4. 09-10 Purpose Statement
   Use the 2008-2009 statement as an example. The new one needs to be finished by September so
   Lan will try to come up with a draft to look at in the first meeting on September 14.

5. Ed Master Plan
   A draft has been posted on the intranet. This will be another piece of evidence for the self study.
   The plan mainly covers instruction. It is hoped there will be an addendum in 2 years that would
   cover other areas. A disclaimer needs to be added to the current document which states it only
   covers instruction.

   Also, Lan can ask the consultant how student services can be represented in the current document.

   She encouraged everyone to read the draft.

6. AP3250
   Lan will develop something and have it sent out via email for the committee’s approval.

7. Final Notes
   A. Linda Welz asked if IR has a long term calendar as discussed at the last meeting.
   B. Lan expressed a need for her department to do more public relations showing the amount
      of work they do but it is difficult to find time with all the other demands on their time.

The meeting was adjourned at 10:55 a.m.