Citrus College Institutional Research and Planning Committee  
Monday, October 5, 2009  
10a.m. – 11 a.m., AD 206

Members:

- Lan Hao, Chair (P)  
- Debbie Vanschoelandt (P)  
- Eric Rabitoy (A)  
- Linda Welz (A)  
- Lucinda Over (P)  
- Krysta Jaime (P)  
- Rosalinda Buchwald (P)  
- Kay Nguyen (P)  
- Justina Rivadeneyra (A)  
- Linda Swan (P)  
- Roberta Eisel (P)  
- Chrissy Concannon (P)

Guests:

- Sunny Liu  
- Glenna Johnson (sub)

1. **Approval of September 14, 2009 minutes.**  
   M/S/P

2. **All Employee Survey – Review of Questions**
   - It was suggested the survey could possibly be used to gather baseline data if a need is indicated by the Accreditation Team.
   - The original purpose was to see the changes or improvements from one survey to another. If that is so then changes to the survey questions should be kept to a minimum, especially if the results are going to be used for strategic planning.
   - It was suggested and agreed upon to add the following 2 items to 6.0 Student Learning Outcomes: *I know how to use SLO assessments to make changes to my program* and *I have made changes to my program based on SLOs*.
   - Set up a task force to make changes, suggestions. Justina, Lucinda, Rosie, Roberta and Lan and the 2 student representatives, Chrissy and Krysta agreed to be on the task force. Lan will also ask Linda Welz and Eric Rabitoy, and Sunny is also welcome.
   - Survey questions should be pertinent to a broad audience of all college employees, and, it would be good to cover all service areas of the college, if possible.
   - This is not a student survey but an employee survey which would, however, cover student workers.
   - Suggested to take a look at CCSSE to see if students are covered well enough. Possibly some local questions could be included.
   - Linda Swan will help set up the task force meetings, the first to be held before November 2nd.
3. **Accreditation Site Visit**
   1. **Fact Sheet**
      Lan reviewed the fact sheet she developed for accreditation regarding institutional effectiveness which stresses Program Review and Strategic Planning.

   2. **IRP Website Preview**
      Lan demonstrated the IRP website and how to navigate through it. The committee members were impressed with all the helpful detail.

   3. **Research Binders**
      The binders which detail the research projects conducted and the STEM Grant projects worked on by the IR office were passed around the table for everyone to review. Lan plans to share them with the members of the visiting Accreditation team.

Meeting Adjourned: 11:00 a.m