Citrus College Institutional Research and Planning Committee
Monday, December 7, 2009
10 a.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 (Sub)   Kay Nguyen (P)
Justina Rivadeneyra (Sub)   Linda Swan (P)
Roberta Eisel (P)   Chrissy Concannon (P)

Guest(s):
Sunny Liu   Carol Cone
Ralph Meza

1. Approval of November 2, 2009 minutes.  M/S/P

2. Spring 2010 All-Employee Survey
   A handout was distributed. The draft survey, with changes, deletions and the
   addition of new questions, was reviewed but it cannot be finalized yet. The group
   discussed changes that need to be made. Roberta asked about responses to the
   last survey – which things were most wanted to improve. There was discussion
   about if these same questions should be included in the new survey to see if
   there has been improvement. Lan will bring this back to the next meeting.

3. ARCC 2010 Draft Report
   Copies were handed out. This is year 4 of Citrus reporting on ARCC. We do not
   have peer reporting on this year yet. Many of Citrus’ rates show good
   improvement. The final report is due in January or February, and then we will
   need to write a 500 word self-assessment.

   It was noted there have been a jump in non-responses to the ethnicity questions;
   apparently there is a reluctance to answer.

   How does the committee advise that discussion of this report be promoted?
   Lucinda suggested a FLEX day activity.

   The report should be out by the next IRPC meeting on March 1st. Lan will get the
   report out to peer groups, for example, Academic Senate, the weekly bulletin,
   EPC, and the Student Services committee.

4. SLO and Accreditation Evaluation Reports – Roberta Eisel
   The college is still waiting for the official accreditation letter but the draft letter
   seems to indicate overall a fairly strong good attitude.

   On Flex Day a workshop will be offered entitled Naked Data – Interpreter’s
   Working.
Roberta will be meeting with faculty and departments to determine SLO status. The Hotshots committee recommended they work more with students on SLO’s.

5. **Institutional Review Board**

Handouts of sample IRB descriptions from other colleges were distributed. This is a federal requirement. There has been no conversation about this at senate but the discussion should begin there.

Lan reviewed the sample descriptions:

- Mt. SAC – not too complicated but still has some procedures
- Chaffey - trying to avoid a full blown process but does have an IRB
- College of the Canyons - 20 pages long, very detailed and complicated

Faculty need to be made aware that research requests need to go through the Institutional Research Board for approval. Roberta questioned if we need a BOT policy.

Before adjourning, Lan handed out copies of the transfer report, *A Qualitative study of Two-to-Four-Year Transfer Practices in California Community Colleges*. Please review and bring these copies to the next meeting in March for further discussion.

Meeting adjourned at 11:16 a.m.

**Future meeting dates:**

March 1, 2010
April 5, 2010
May 3, 2010