Citrus College Institutional Research and Planning Committee  
Monday, March 1, 2010  
10 a.m. – 11 a.m., AD 206

Members:

- Lan Hao, Chair (P)  
- Eric Rabitoy (P)  
- Lucinda Over (P)  
- Rosalinda Buchwald (P)  
- Justina Rivadeneyra (P)  
- Roberta Eisel (P)  
- Debbie Vanschoelandt (A)  
- Linda Welz (A)  
- Ruben Haro (P)  
- Kay Nguyen (P)  
- Linda Swan (P)  
- Levi Richard (P)

Guests:

- Sunny Liu

1. Approval of December 7, 2009 minutes  
Dr. Hao requested everyone introduce themselves as we have new members on the committee.

2. ARCC 2010 report and the 500 word self-assessment.  
Dr. Hao reviewed the draft ARCC report. Discussion and questions and clarification of some results took place regarding the data, particularly as it relates to transfer.

Dr. Hao asked that committee members look through the 500 word self-assessment and let her know if there are things which need to be corrected, added or removed. The final deadline is March 4.

3. Accreditation Recommendations  
A handout outlining the 6 recommendations of the Accrediting Team was distributed. Responses to items 1, 3 and 5 are due by October 2011 in the follow up report. A year after that, the mid-term report will be due.

Each recommendation has been assigned to a group which is charged to provide a response.

4. RP Group BRIC project application  
This is a project established by the RP Group after they received a grant which provides funding to them. The intent is to promote data usage on college campuses, and offers technical assistance for up to 15 chosen colleges. Dr. Hao
handed out a copy of Citrus’ application. She explained this is particularly timely in light of the Accreditation Team recommendations. Citrus should know if they are chosen by the end of March, possibly sooner. It would be for the 2010-2011 academic year.

5. **SLOA Updates**
As mentioned previously, Roberta Eisel has been working with Lan on the BRIC application.

Lan and Roberta also attended WASC training in early February on assessment. They focused mostly on General Education assessment and Citrus is trying to focus on that also, making the training particularly helpful. We have 88% of our credit courses with learning outcomes in place. That should keep growing now that the curriculum committee is back in action. Roberta is visiting, or will be visiting, various departments on campus to discuss SLOs and assessment.

Hotshots next meeting is this coming Friday.

6. **Institutional Review Board**
Dr. Hao distributed copies of a proposed IRB form. A separate review committee, consisting of Dr. Hao, would be in charge of approving the applications.

Several suggestions were made for improving the form:

a. Add in that faculty receiving requests directly should forward them to the IRB.

b. Describe who will be on the IR Board.

c. Add a timeline – i.e., submit form one month before the date of the requested survey-taking.

d. Possibly add in a safety brochure.

Lan will make the recommended changes and then submit the revised form for an electronic vote via e-mail.

7. **CCSSE in Spring 2010**
Just a reminder that the survey will be administered this semester.