Citrus College Institutional Research and Planning Committee  
Monday, November 2, 2009  
10a.m. – 11 a.m., AD 206

Members:

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

Guest:  
Sunny Liu

1. Approval of revised September 14, 2009 minutes.  

2. Approval of October 5, 2009 minutes – Rosi Buchwald pointed out that her name does not have an “E”. Minutes approved as amended.

3. Lan sent out draft questions to the committee chairs for the Spring 2010 All-Employee Survey. She reviewed the comments she received back from them. December 4 is the deadline for changes in time for the next IRPC meeting on 12/7. The goal is to have the survey done in the spring semester. Linda Welz and Lan will work together to look into the option of using a Scantron online survey. A second choice would be to use Survey Monkey.

4. Lan introduced the subject of an IRB process on campus for requests from outside of the college community. At this time there is no process in place. She is currently collecting samples from other colleges. The IRPC committee will look at these and develop the new process for Citrus. Lan will email sample documents to committee members.

5. The Chancellor’s Office will be providing a transfer data site in the near future. FYI- the Chancellor’s Office definition of “transfer cohort” is the group of first-time freshmen at the college who had 6 years to complete their study, earned a minimum of 12 units, and must have attempted at least one math or English transfer-level course.

6. Lucinda Over suggested encouraging ULV to participate in the National Clearinghouse reporting.

Meeting was adjourned at 10:23 a.m.

Future meeting dates:  
December 7, 2009  
March 1, 2010  
April 5, 2010  
May 3, 2010