Citrus College Institutional Research and Planning Committee
Monday, September 14, 2009
10a.m. – 11 p.m., AD 206

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

Guests:
Sunny Liu

1. **Approve Minutes of May 18, 2009 meeting**
   M/S/P

2. **2009-2010 Purpose Statement**
   Bullet point #4 change “item” to “items”. And change “2003” to “2009”. Add a 6th bullet point reading: Develop a meaningful measure of transfer reporting utilizing the California Community College Chancellor’s Office (CCCCO) definition of expected transfer”.

3. **Strategic Plan**
   Copies were distributed of the Strategic Plan Progress Report for 2008-2009 and the Strategic Plan Annual Implementation Plan (AIP) 2009-2010. Dr. Hao is happy to say both are on-time and very complete this year. Eric, Roberta and Linda Welz congratulated Lan on a good job. After they are approved at Steering they will be uploaded to the website.

4. **IR Office Website**
   The research website has been re-vamped and updated over the summer. At the next meeting, committee members will look at the IR website. Linda Welz offered to provide a projector and laptop.

5. **Spring 2007 All Employee Survey Questions**
   A new survey will be administered this coming spring of 2010. The old version (2007) will be sent out to IRPC members. Lan will also send it out to constituent group chairs to solicit new questions for the updated survey. Some questions
may need to be eliminated and a limit may have to be placed on the number of new questions to keep the survey to a reasonable length.
Add to the next agenda:
   1. Review survey questions at 10/5 meeting
   2. Allot 10 minutes to review what research has done for the college and use that to create a fact sheet to be drawn on during the accreditation visit.

6. **Transfer Rate Definition**
   There was much discussion and numerous suggestions. The IR office will provide supportive data to show how much the college has prepared students to transfer, and data pertinent to intermediate performance indicators, such as units gained taking transfer level English and math classes. The intention is to show more comprehensive data rather than just one number, for example: the transfer rate. Lan will work with Justina on a final definition and bring back to the committee.

Meeting adjourned at 10:59 a.m. Next meeting October 5, 2009.