



**AGENDA**  
***Meeting of Institutional Research***  
***DO North, Building A, Rm 205***

*Notes from Meeting of October 17, 2013*

Present: Robin Torres, Michelle Johnson, George Railey, Janet Barbeiro, Pedro Avila, Lijuan Zhai, Lili Gao, Chuck Kralowec

*The meeting was called to order at 8:03 a.m. by G. Railey.*

- 1. Edward Tufte Workshop.....P. Avila

P. Avila stated that Edward Tufte is an expert at gathering data and converting that data into easy to read documents. P. Avila provided information on workshop dates/locations and asked who was interested in attending. His presentation is on how to take data and simplify it.

Discussion took place about costs and how it can be covered. G. Railey will look to seeing if there are fund available to pay registration costs.

- 2. Developing FTES Report Aligned to the 320.....P. Avila

P. Avila said he was asked to create a formula and rules for the entire group to review for the 320. P. Avila and R. Torres will pull this information together to review at the next meeting. M. Johnson asked to also help pull the information together. The goal is to have information for the colleges to rely upon to target. We would need to train people on how to use the data that is presented.

- 3. ACCJC Institutional Set Standards.....L. Zhai

L. Zhai stated we were asked how institutional standards were set up. When they return they will be checking the data and see how standards were met. She wants to develop a benchmark or target for FCC.

M. Johnson stated that Willow has established a target. Reedley is working on their. Willow went baseline to show the minimum.

L. Zhai will take to the FCC committee so they can have a baseline.

G. Railey explained what the ACCJC requested from the district and how the district is addressing this item.

4. CTE Employment Outcome Survey.....L. Zhai

L. Zhai stated at the last meeting she presented the survey to the CTE deans meeting and they were very interested in possibly doing the survey ourselves. They also requested if we could change the questions. She handed out costs to have the RP group do the survey. After the deans discussed the decision was to hire the RP group to conduct the survey.

Discussion took place about if there is a way to desegregate each college over a district wide survey. The data results will provide the district some top level information.

L. Zhai is working on moving forward with the MOU to get the process started.

5. CCSSE/SENSE Survey.....L. Zhai

M. Johnson we are going to do the CCSSE next spring and SENSE in fall 2015. Cabinet approved the testing every two years.

Discussion took place about the frequency of testing and felt that every two years is too frequent. Three years would be better in working with the faculty. This probably needs to be taken back to cabinet for discussion on the frequency.

**NEXT MEETING**

G. Railey asked C. Kralowec to provide updates on his reports that he is working on to the group at the next meeting.

*Meeting adjourned at 9:28 AM*

Respectfully submitted,

Janet Barbeiro

**Next meeting November 17, 2013**  
**NOTE: Assignments are underlined**



*Institutional Research  
DO North, Building A, Rm 205*

*Notes from Meeting of December 18, 2013*

Present: Robin Torres, Michelle Johnson, George Railey, Janet Barbeiro, Lijuan Zhai, Lili Gao, Chuck Kralowec

*The meeting was called to order at 8:01 a.m. by G. Railey.*

- 1. Diverse Learning Environments Survey Results.....R. Torres

R. Torres noted that she sent this information out a long time ago and questions do we want to do anything with these as they are part of Shelly’s grant. Do we want to do anything or even look at it? There was a very low response. She doesn’t know how valuable the data is other than for the grant use.

This is an expensive survey and if the sites want the information in the future they would have to pay for it. The questions were good and provided a lot of information.

G. Railey asked for a copy of the document for his information.

R. Torres will send out the results along with the raw data.

- 2. Data Presentation for the District Strategic Plan Summative Assessment Scorecard.....R. Torres

R. Torres noted she needed a response for the district strategic plan committee’s recommendation on that actual document we would put what the target is and then the year looking at to come up with a percentage improved. So that the board can see what the target is and where we are at. This is a very simple chart.

- 3. Updates.....C. Kralowec

C. Kralowec reviewed his handouts and that we are not significantly different. He recommends keeping everything the same but adhere closer to the cohort model. Once we have more spark lines we can show an actual trend. The conclusion is that it is moving in a positive direction and not to change anything.

G. Railey asked to have the completed report sent to this office so that it can be used as evidence for our accreditation mid-term report.

Discussion on accreditation data took place and what the district needs to look at in regards to future data for the future and how to improve. Discussion regarding various data for ethnicity, income, grades.

4. Updating Our Environmental Scan Data Each Year.....All

G. Railey noted this came out of cabinet and they would like to see us updating all of our data, i.e. the fact book and environmental scan. The external data doesn't change significantly every year. Is this something we need to update yearly?

Discussion that external data doesn't change significantly in this area frequently.

5. 2013 Scorecard.....All

G. Railey will be presenting the scorecard to the Board in February and explain why the scorecard replaced the previous ARCC report. He is starting the outline now so that it will be together timely.

6. Faculty and Staff Satisfaction Survey .....L. Zhai

Lijuan noted that we need to conduct this survey every couple of years for accreditation purposes. It is not an expensive survey as they charge based only on response. This is a national survey for comparisons.

G. Railey a discussion at a recent cabinet it was asked if we update our fact book every year. The recommendation from cabinet is that we update all of our data every year.

G. Railey met with Fresno County School District Superintendent and so Jorge who is their researcher will be invited to our next meeting as a guest. We would like to move forward with data sharing with them.

*Meeting adjourned at 9:15 AM*

Respectfully submitted,

Janet Barbeiro

**Next Meeting: Tuesday, January 21, 2014  
8:00 am – DO North, Building A, Rm 205**

Next Meeting

1. How do we protect our data



**Meeting of Institutional Research**  
***DO North, Building A, Rm 205***

*Notes from Meeting of March 13, 2014*

Present: Robin Torres, Michelle Johnson, George Railey, Janet Barbeiro, Lijuan Zhai, Lili Gao, Pedro Avila

*The meeting was called to order at 8:15 a.m. by G. Railey.*

1. Report of the C6 Grant Update

C. Kralowec was not present to provide an update.

2. CTE Survey

P. Avila asked to revisit the survey. He has spoken with Chuck Wisely and clarified the students with BOG and VETA. There are about 18,000 students per year that are A B C and of those 66% are getting waivers. He explained how many students and the funding.

Discussion took place to possibly identify students and send them an on-line survey. We would receive \$100 is probably minimal effort. The issue is on the coding of the sections.

Agreement of the group that it doesn't make sense to capture 6,000 students.

3. Summer projections

P. Avila will look at the four week summer projections as they fall into this year or into next year. We need to claim the four weeks this year. As soon as he has numbers he will send out to this group and ask for feedback.

4. How do we protect our data

G. Railey noted this is something that is extremely high in light of events that have occurred in the country and data breach. We want to make sure we are protected. We recently had a data breach here in our own system. He is working with IT so we are going to be working with campuses and reminding staff of IT protocols to protect our network. He would like this group's input into how we protect our data.

Lijuan we need be proactive. We need to talk about data security. It is very important.

Discussion took place of possibly having an IT summit to talk about technology, opportunities and challenges and importance of having protocols.

R. Torres can we seek programs that can access the system that doesn't download the information, but can drill into the system to gain access for the research staff. There is no policy on logging into the system from a remote location.

The district has never really talked about protocols the word needs to get out on protocol. It needs to become part of our climate. The group liked the idea of a campaign.

The place where we are most vulnerable is the users not following protocols. We need to start working on our staff. This need to be an item for the IT summit, add to new employees orientation.

5. Title V Grant

G. Railey asked if there has been any discussion with this staff on the impact on this department in regards to the Title V grant.

Lijuan asked if there are any funds for conference attendance.

G. Railey there are funds for research capacity in the grant.

Lijuan asked about the cost of conference and software that she is requesting.

6. Updates

Lijuan stated her office is very busy with lots of requests for data. They recently lost their department secretary so are thinking of changing the position to a research assistant.

Michelle updating the fall 2012 cohort.

Group shared recent data requests.

*Meeting adjourned at 9:34M*

Respectfully submitted,

Janet Barbeiro

**Next Meeting: Tuesday, April 10, 2014  
8:15 am – DO North, Building A, Rm 205**



**Meeting of Institutional Research**  
***DO North, Building A, Rm 205***

*Notes from Meeting of April 23, 2014*

Present: Robin Torres, Michelle Johnson, George Railey, Janet Barbeiro, Lijuan Zhai, Lili Gao, Pedro Avila, Chuck Kralowec

*The meeting was called to order at 8:35 a.m. by G. Railey.*

1. Additional agenda items

Environmental Scan

Districtwide Research Priorities:

Increase Research Capacity

Additional Research staff

Dr. Railey will send out the Districtwide Research Priorities/goals document to the group.

2. Report of the C6 Grant Update

C. Kralowec reported on Reedley and now moving on to Fresno City College. He has the Reedley report and the C6 theory is working and is translating into results. He this reviewed the results.

G. Railey hired a CTE data survey for employment and we should have those results this summer. Reedley just hired a survey for EMSI data and this will be shared with the rest of the district.

3. Summer projections

P. Avila handed out a copy of the P2 push for the summer dates and reviewed the push and pull and how it is anticipated to be handled. He does have a concern with FCC on the numbers as they are low.

Discussion on the low numbers at FCC was due to changes in the prerequisite requirements.

Discussion that the message needs to get across to FCC deans that sections need to be added to increase FTEs.

4. Updates

Discussion took place in regards to the integrity of the research department due to an incident that took place a RC in regards to how staff reworked data that was provided.

Michelle asked to be put at one college due to the confusion that takes place with her being at two places. She asked Dr. Railey to advocate on her behalf for this move.

Lijuan stated that her and Chuck presented at the RP conference the model to predict course success and came up with significant factors the beginning of a theory.

Chuck it was two different models to theorizing about academic success.

Environmental Scan: the last time this was done it was contracted out and there is no completion date at this time. It was one consultant who conducted it for all campuses. Dr. Railey will follow up with the presidents on this process and timeline they want to use.

*Meeting adjourned at 9:34M*

Respectfully submitted,

Janet Barbeiro

**Next Meeting: Thursday, May 22, 2014  
8:15 am – DO North, Building A, Rm 205**