

Dallas County Community College District
Institutional Research Council

CHARTER
Effective FALL 2009

CONTEXT

Institutional research is a critical function for the DCCCD leadership's data-informed decision-making. Data-informed decision-making promotes a culture of evidence to enhance teaching, learning and student support services. Our DCCCD Institutional Research Council (IRC) enables a district focus on accountability, collaboration and efficiency by (1) creating a consistent framework for data displays, (2) developing district-wide research projects, (3) supporting other council's work and data needs, (4) eliminating duplication of efforts and (5) promoting communication among researchers for enhanced capability.

PURPOSE

The Institutional Research Council is authorized by the Vice Chancellor of Human & Organizational Development to:

- Identify processes and procedures to systematically and consistently retrieve data
- Promote consistency across the District in providing and analyzing information.
- Act as a clearinghouse for other councils requesting data/research that may impact one or more campus research offices
- Provide feedback and input based on collective expertise.
- Provide professional development for new researchers.

The District Director of Research will act as the liaison between the IRC and the Vice Chancellor, representing the work of the council to the Chancellor's staff as requested.

BOUNDARIES (definition: parameters which must be acknowledged in performing the assigned work; may be related to legal, financial, or another defined area.)

- District policy and procedures
- District goals
- Institutional Review Board (IRB- District and Campus)

CONSTRAINTS (definition: limitations, regulations, restrictions or other confining requirements related to the work and impacting individuals, groups and/or the District.)

Participation in the council will be complimentary to individual college needs for data and information collection and reporting. Participation in District wide research projects does not preclude colleges from collecting similar data with different formats and parameters to meet additional needs of the college.

TYPE OF ORGANIZATION:

- **Functional Council** – A sponsored team with responsibilities for on-going assignments and membership based on function within the DCCCD. Work includes research, discussion, and recommendations for District-wide action in responding to external mandates and internal responsibilities. The council may appoint committees or sub-committees as needed.

ORGANIZATION MEMBERS:

FUNCTIONAL ROLE	NAME * DENOTES LEADERSHIP ROLE (I.E. CHAIR, CO- CHAIR, ETC.)	TITLE	HOME LOCATION
District Director	*Dr. Teri Walker	District Director of Research	District Office
Dean/designate	Teresa Isbell	Dean, Planning, Research & Institutional Effectiveness	Northlake
Dean/designate	Jerry Scheerer	Dean, Planning, Research & Institutional Effectiveness	Mountain View
Dean/designate	Fonda Vera	Executive Dean, Planning, Research & Institutional	Richland
Dean/designate	Dr. Michael Dennehy	Executive Dean, Planning, Research & Institutional	Brookhaven

		Effectiveness	
Dean/designate	Daniel Hubbard	Dean, Planning, Research & Institutional Effectiveness	Cedar Valley
Dean/designate	Connie Howells	Dean, Planning & Research, Institutional Effectiveness	Eastfield
Dean/designate	Dr. Karen Laljiani	Dean, Planning, Research & Institutional Effectiveness	El Centro
Dean/designate	Betty Zelada	Senior Research Analyst	LeCroy Center

ORGANIZATION RESOURCES: Other staff members designated by senior researchers.

MEETING SCHEDULE and LOCATION: Meetings are held Sept-May on the Third Thursday of each month from 2:00 pm – 4:30 pm at the District Office or at the Bill J. Priest campus of El Centro College. The IRC does not meet in January due to the compressed and heavy research workload that accompanies the start of the spring semester. June through August meetings are scheduled when specific discussion/deadlines are identified. On occasion, the council holds additional meetings for professional development or special projects.

ORGANIZATION SPONSOR: Denys Blell, Vice Chancellor Human & Organizational Development

DATE FOR REVIEW/RECONFIRMATION: 2012

Approved for two year period beginning 09/01/2010

Signed by the Sponsor or Sponsor’s Representative

Date