



IR Council Meeting

October 16, 2007 9:00 a.m. to 12:15 a.m.
Rio Salado College, Conference Center

Members Present.

Ajit Kelkar	Amber Daines	Cindy Almendarez	Damita Kaloostian
Dan Huston	Donna Silber	Elizabeth Hunt-Larsen	James Waugh
Jan Binder	John Catapano	John Snelling	Linda Hawbaker
Laurie Cohen	Laurie Pemberton	Linda Hughes	Mary Day
Rene Willikens	Tracy Salter		

DISCUSSION ITEMS

1. Training

- IPEDS and Awards Reported (Tracy Salter) – IPEDS will now be the source for awards reported. The most recent report will be from 1 July, 2006 to 30 June 2007 and include any previously reported awards. Sept 1 will be designated as the arbitrary cut-off date for data used for reporting. Something to remember is that in the Fall of 2005 AGECE became a certificate award recognized in IPEDS, so expect to see a huge jump this year because last year's date will be included in the report.

- Using Excel to Query IRDW (Dan Huston) – A live demo accompanied by PowerPoint handouts was used to illustrate how MS Excel could be used to query IRDW. Examples of when this might want to be done include queries for Dual Enrollment, ACE, and ESL.

- EMSI Strategic Advantage (James Mitchell) – A short briefing was given outlining the changes to the old CCbenefits webpage now that its parent company has merged with EMSI to create a new web product called Strategic Advantage.

2. Product Reviews

- SparkLine and BonVista Microcharts – (John Snelling and Jim Waugh) – Another demonstration was given to show the various features of these two competing products and how they might be used to provide small graphical representations of trends within a single cell in MS Excel. Members of the council were encouraged to download the sample software at <http://www.bissantz.com/en/> and <http://www.bonavistasystems.com/>. If the council is interested in purchasing a license(s) a decision on which vendor to choose will be made at the November IR Council meeting and then a request made to the Administrative VPs for approval of the purchase.

- Strategic Planning Software – (Jan Binder and Laurie Pemberton) A software matrix is being compiled and can be viewed in the following folder: X:\IR Council\Strategic Planning Software. Researchers are encouraged to review the matrix and also product brochures included in the folder. If the purchase goes district-wide a request for Proposal will have to be submitted. With that in mind, please submit your software specifications to James Mitchell at the district office. When doing so please list whether the specification(s) are required or desired.

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3. Reports Status and Updates

- CCSSE – Linda Hawbaker – Five colleges are scheduled to participate in the Community College Survey of Student Engagement (CCSSE). The colleges are EMCC, GWCC, MCC, PC, and SCC. The request to use the same custom questions from the previous survey was submitted. At issue, however, is that the custom questions can not be used in more than one consortia. Also, it was brought up that trends are difficult to track with this tool because every year the mean gets restandardized.

- NCCBP – Linda Hawbaker – The NCCBP report is on the shared drive at X:\IR Council\NCCBP\2007. The report cannot be posted to the Internet as is, but can be posted on an Intranet if it requires a user ID and password. A request was made for the DO to publish a one page summary as done in previous years.

- **International Students** – Linda Hawbaker handed out final recommendations on how international students should be counted. The definitions and who to include are posted on the shared server under IR Council\International Students. International students will only be counted at one college and include students with Visas. This greatly reduces the number of students counted as international. There was a request for the district to run the query to identify which college international students ‘belong to’.

- Strategic Planning – Linda Hawbaker – Expect a easier process this year due to simplified forms and no requirement to link to Beyond Boundaries. Handbook should be ready very soon.

4. Miscellaneous Items

- IRIS – Gary Nelson has been hired to work on IRIS database move from SQL server to Oracle.
- 45th Day – The A&R Council will be validating 45th Day reports. Any process issues prior to 45th Day need to be worked out with A&R Council.
- Maricopa Association of Governments (MAG) – Materials received from MAG have been posted on the shared drive. Since this product was received at no cost please be sure to observe the licensing agreement. Files are posted in the following folder:
X:\IR_Council\Maricopa_Association_of_Governments.
- National Center for Education Statistics (NCES) – request for district to pull data for NPSAS survey. Taken for consideration.

COLLEGE REPORTS

Workforce Development – John Catapano – The question was asked about WIA tracking at the colleges. None of the researchers present were aware of any such tracking being done.

Chandler-Gilbert Community College – Several representatives from CGCC visited Richland College (RLC) in Texas. RLC is a recent recipient of the Malcolm Baldrige Award. Key highlights of the visit included the ‘whole life’ agenda the school has for students and employees. RLC has also taken a very aggressive stance with the most effective utilization of its resources.

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Scottsdale Community College – Laurie Cohen – Scottsdale CC needs to purchase software for online surveys and asked for suggestions. The general consensus was that Remark software worked well.

COUNCIL CHAIR.

- James Waugh, current IR Council president announced the time had come to change leadership in the Council. John Snelling of CGCC volunteered and was unanimously approved by the council.

Meeting adjourned at 11:45 am.

NEXT MEETING: November 14 at 9:00 am, Rio Salado Conference Center.

IR Council Agenda

Wednesday, October 17th @ 9-12 at the Rio Conference Center

Item:	Who:	Time:
Training - using IPEDS Completion table	Tracy	9:00
Training - using Excel to query IRDW		
Strategic Planning Software Evaluation Matrix/Process	Jan and Laurie	9:45
Sparkline - demo and discussion about site license	John and Jim	10:05
EMS demo	James	10:20
CCSSE	Linda	10:30
NCCBP Reports	Linda	10:40
Fall 2007 45th Day Enrollment Analysis	Linda	10:50
International Students - follow up on work group definition	Linda	11:00
Strategic Planning Forms 2008-09	Linda	11:10
Technology Survey info item	Beth	11:15
Update on IRIS project & 45th Day validation	Linda and Tracy	11:20
Reflections on Richland College Visit	John	11:30
National Postsecondary Student Aid Study	Donna	11:35
College Updates	All	11:40
2008 Meeting Schedule - James - 5 min	James	11:55
Adjourn	All	12:00

IPEDS Completions Logic:

- Report degrees and certificates awarded during the most recent fiscal year, plus awards from prior years that have not previously been reported.
- Steps Operationalized:
 - Posting cutoff date is the same for all colleges (approx Sept 1). It is determined annually based on the earliest date a college ran the Summer ET extract (early to mid-Sept). Necessary to determine that award is late-posting and hasn't been reported yet.
 - Report awards received during the most recent fiscal year that were posted before the posting cutoff date.
 - Report last year's awards that posted after last year's posting cutoff date, as well as prior years' awards that posted during the most recent fiscal year.
 - Previous years' awards are reviewed to ensure that they have not been reported before.
- AGEC awards coded as GEC reported to IPEDS beginning in FY 2005-06. AGEC awards coded as AGC reported beginning FY 2006-07 retroactive to FY 2005-06. Date_Received must be after Aug 19, 2005, per District Curriculum office.
- Reporting Cycle: Generated in early to mid October, after data cleansing, in order to submit to IPEDS in late October/early November.

Fields in IPEDS Completions table:

- ◆ First 21 fields are pulled directly from Student_Degrees
- ◆ Next 11 fields (beginning with XL_) are pulled directly from XI_Degrees
- ◆ **Ipeds_Year:** The year that the award was reported to IPEDS. If the field is null, then the award has not been reported to IPEDS.
- ◆ **Ipeds_Sex:** The gender reported to IPEDS.
 - 1 = Male
 - 2 = Female
 - Unknown genders have been resolved in the same proportion as the known genders.
- ◆ **Ipeds_Ethnicity:** The ethnicity reported to IPEDS.
 - 1 = Nonresident Alien
 - 2 = Black,non-Hispanic
 - 3 = American Indian orAlaskan Native
 - 4 = Asian or Pacific Islander
 - 5 = Hispanic
 - 6 = White, non-Hispanic
 - 7 = Other or Unknown Race/Ethnicity
 - translation can also be found in XI_Ipeds_Ethnicities.
- ◆ **Ipeds_Cip_Code:** The CIP Code reported to IPEDS. Formatted with the decimal (xx.xxxx)
- ◆ **Ipeds_Award_Level:** The length of time for the program of study reported to IPEDS.
 - 1 = awards (non-Assoc. degrees) of less than 1 year (< 30 hours)
 - 2 = awards (non-Assoc. degrees) of at least 1 year but less than 2 years (30 to < 60 hours)
 - 3 = Associate's degrees
 - 4 = awards (non-Assoc. degrees) of at least 2 years but less than 4 years (60 to < 120 hours)
- ◆ **New_Cip_Code:** The CIP Code reported to IPEDS. Formatted without the decimal (xxxxxx).
- ◆ **Collected_Year:** The year that the data was collected per the Steps Operationalized section of this document.

Collected Year	2001			2002			2003			2004			2005			2006			2007			
	ipeds Year		Total		Total	Total		Total		Total		Total		Total		Total		Total		Total		
	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	
AA		1408	1408		918	918		631	631		836	836		1525	1525		1911		1911		2346	2346
AAS		1485	1485		1535	1535		1716	1716		1973	1973		2083	2083		2252		2252		2343	2343
AB		37	37		53	53		98	98		140	140		182	182		249		249		294	294
AGS		1146	1146		1419	1419		1573	1573		1644	1644		1359	1359		1052		1052		906	906
AS		18	18		30	30		45	45		67	67		177	177		238		238		296	296
ATP		263	263		393	393		515	515		570	570		576	576		515		515		431	431
AGC	199		199	208		208	327		327	722		722	1444		1444	361		1056	1417	4	1038	1042
GEC																	1252		1252		2785	2785
CCL		10890	10890		7545	7545		7460	7460		8716	8716		9468	9468		8710		8710		8184	8184
BC					1	1																
AC		4	4		5	5		3	3		10	10		15	15		8		8		13	13
CP					2	2																
EC					1	1																
IC					1	1																
SC		1	1																			
Total	199	15252	15451	208	11903	12111	327	12041	12368	722	13956	14678	1444	15385	16829	361	16187	1056	17604	4	18636	18640

ipeds Year								2001	2002	2003	2004	2005	2006	2007		
Collected Year	2001	2002	2003	2004	2005	2006	2007	2001	2002	2003	2004	2005	2006	2006	2007	
	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	
AA								1408	918	631	836	1525	1911		2346	
AAS								1485	1535	1716	1973	2083	2252		2343	
AB								37	53	98	140	182	249		294	
AGS								1146	1419	1573	1644	1359	1052		906	
AS								18	30	45	67	177	238		296	
ATP								263	393	515	570	576	515		431	
AGC	199							208	327	722	1444	361		4	1056	1038
GEC													1252		2785	
CCL								10890	7545	7460	8716	9468	8710		8184	
AC								4	5	3	10	15	8		13	
BC									1							
CP									2							
EC									1							
IC									1							
SC									1							
Total	199							15252	11903	12041	13956	15385	16187	1056	18636	

Data
in
IPEDS-Completions
table

Subject: Summary from International Ed Workgroup

From: Linda Hawbaker <l.hawbaker@domail.maricopa.edu>

Date: Tue, 24 Apr 2007 14:21:06 -0700

To: Debra Thompson <debra.thompson@domail.maricopa.edu>, Maria Harper-Marinick <maria.harper@domail.maricopa.edu>

CC: Nancy Osborne <nancy.osborne@domail.maricopa.edu>, "L. Hawbaker" <l.hawbaker@domail.maricopa.edu>

Debbie & Maria,

Attached is a summary of work completed by the ad hoc International Ed workgroup headed up by Nancy Osborne. This group was pulled together to address issues related to who is counted as international students. This workgroup was created as a response to questionable numbers being reported in the newspaper last fall. Here is what the workgroup accomplished:

- They agreed to a standard definition (and query) to identify students for the IIE Open Doors survey.
- IE Office has revised the methodology used to identify non-resident alien students for IPEDS reporting.
- Review the budget allocation formula
- Nancy will arrange a work session for International Ed program managers to meet with SIS functionals so they can learn how to use the new SIS to 'identify' students. Some colleges may still want to keep 'shadow databases', but we are working to assure the system of record (SIS) matches these shadow systems.

Nancy indicates she will not follow up on the development of a 'glossary' of terminology related to international students unless MCCC leadership feels it is worth the time and resources to pursue. The college International Ed offices vary greatly in the populations their offices serve, based on the college's student demographics. It was apparent from the workgroup's discussion on this topic that it would be difficult to agree to common terminology across all colleges because of the different context in which each college operates. This is the current reality, and Nancy could see there was not a 'will' to address this issue.

At this time, we will consider our work completed unless you direct otherwise.

Linda

Issue and Resolution Status related to International Student Data Reporting International Student Data Definition Workgroup

On 12-8-06 a workgroup consisting of selected International Education personnel (Ken Bus (GCC), Annette Duran (PC), and Jennifer Vinca (SCC)) and A&R supervisors (Irene Pearl (CG) and Linda Shaw (MC)) met to discuss various issues related to reporting data about 'International' students. Following is a description of the primary issues discussed as well as a current resolution status.

1) Open Doors Survey–

Issues:

- MCCCDC colleges use different methodologies and definitions to count international students.
- Students who attended multiple colleges counted multiple times.

Resolution Status: A district-wide query was developed to unduplicate the student data and provide a standard methodology for counting international students for the Open Doors survey. The data and reports that are the output of this query were provided to the college personnel responsible for submitting the Open Doors survey, generally the International Education directors and/or Primary Designated School Officials (PDSO) for federally-mandated reporting to the Student and Exchange Visitor Information System (SEVIS).

Additional Information: The Open Doors detailed survey instructions are specific about the exclusion of undocumented students, students with 'B' visas, refugees, immigrants, and U.S. citizens. So, the standard query includes students who were in attendance on the Fall 2006 45th day and had an SIS Citizenship Code = 4, 5, 6 and 7. Students with F1 Student visas were only counted at the college that submitted I-20 paperwork authorizing their attendance. Students with other visa types (such as student spouse or diplomatic visas) were counted at the college where they attempted the most credit hours.

The colleges were provided summarized data for their college as well as a detailed list of students who met the criteria and were included in the standard query. Colleges then verified the accuracy of the data and made manual adjustments as necessary. For example, SIS does not indicate if a student is participating in Optional Practical Training (OPT), so college staff made adjustments for OPT students. Adjustments may also be due to incomplete or inaccurate data in SIS. Some colleges made adjustments to the SIS-generated data to more accurately reflect the data they reported to SEVIS.

College	International Student by Type ¹	Generated by 'Standard' Query	Submitted to IIE on Open Doors Survey
Chandler-Gilbert	Undergrad - Assoc.	32	46
Chandler-Gilbert	Other - Non-Degree	29	0
Chandler-Gilbert	Optional Practical Training (OPT)	0	0
Chandler-Gilbert	Total	61	46
Estrella Mountain	Undergrad - Assoc.	10	13
Estrella Mountain	Other - Non-Degree	11	
Estrella Mountain	Optional Practical Training (OPT)	0	1
Estrella Mountain	Total	21	14
Glendale	Undergrad - Assoc.	120	118
Glendale	Other - Non-Degree	37	37
Glendale	Optional Practical Training (OPT)	0	3
Glendale	Total	157	158
GateWay	Undergrad - Assoc.	24	24
GateWay	Other - Non-Degree	10	10
GateWay	Optional Practical Training (OPT)	0	0
GateWay	Total	34	34
Mesa	Undergrad - Assoc.	190	Not available
Mesa	Other - Non-Degree	59	Not available
Mesa	Optional Practical Training (OPT)	0	Not available
Mesa	Total	249	Not available

Issue and Resolution Status related to International Student Data Reporting International Student Data Definition Workgroup

Phoenix	Undergrad - Assoc.	39	32
Phoenix	Other - Non-Degree	17	20
Phoenix	Optional Practical Training (OPT)	0	4
Phoenix	Total	56	56
Paradise Valley	Undergrad - Assoc.	4	4
Paradise Valley	Other - Non-Degree	20	20
Paradise Valley	Optional Practical Training (OPT)	0	0
Paradise Valley	Total	24	24
Rio Salado	Undergrad - Assoc.	2	2
Rio Salado	Other - Non-Degree	18	18
Rio Salado	Optional Practical Training (OPT)	0	0
Rio Salado	Total	20	20
Scottsdale	Undergrad - Assoc.	117	116
Scottsdale	Other - Non-Degree	66	66
Scottsdale	Optional Practical Training (OPT)	0	3
Scottsdale	Total	183	185
South Mountain	Undergrad - Assoc.	7	7
South Mountain	Other - Non-Degree	19	19
South Mountain	Optional Practical Training (OPT)	0	0
South Mountain	Total	26	26

2) IPEDS 'non-resident alien' reporting–

Issue: The methodology that has been in place for IPEDS reporting for many years counts students as non-resident aliens if their *County State* (SIS field RT170) is set to 'ZZ'.

Resolution Status: The workgroup recommended that the methodology be changed to include students with an SIS Citizenship Code = 4,5,6,7 or 8. The Spring 2007 IPEDS Fall Enrollment submission will use the recommended definition. This change in definition is expected to result in a decrease in the number of students reported as non-resident aliens. Prior year IPEDS submissions will not be corrected.

3) Budget Allocation Formula–

Issue: Need clarification on the methodology used by the Budget department when they reassess funding allocation for the International Education offices at the colleges.

Resolution Status: Lulut Clow, Budget Manager, clarified that the budget allocation formula averages the number of students with F1 visas (i.e. SIS Citizenship Code = 5) for the fall and spring terms, then applies an allocation amount to the result. The budget formula does not just count F1 students for whom the college issued I-20s, and it counts the student at each college they are attending. Neither the workgroup nor the Budget Office is recommending any change to the budget formula.

4) International Students and the new SIS–

Issues:

- Need clarification about how I-20, visa insurance, and other data related to international students will be recorded in the new SIS.
- Need clarification about how the Country of Citizenship field will default in the new SIS, and how the Residency field (for tuition calc) will default.
- Need clarification on whether there are reports and/or queries that International Ed staff can run to identify 'missing documents' for international students. Also, to what extent International Ed staff will be able to create 'custom' reports.
- Need additional training on the processes International Ed offices will use to generate automated communication (letters, e-mails, mailing labels) for groups of international students. Some examples of common communication are admission letters, reminders of events or deadlines, notice of missing documents, etc.

Issue and Resolution Status related to International Student Data Reporting International Student Data Definition Workgroup

Resolution Status: Annie Jiminez (CGCC) attended training on the process and confirmed that there are screens in the new SIS to record I-20 and Visa permit details as part of the SEVIS module. However, the SEVIS module will not be configured to export from the new SIS to SEVIS, so data will have to be manually entered in both systems. Also, there is no automated check to ensure data consistency between the two systems, so there is a risk of the two systems being out of synch. Several colleges have set up student groups to enable tracking of F1 students who are added to the group, but the process of maintaining these student groups is still in question. Also, still pursuing clarification about how the citizenship and residency fields will default and if there are warnings if they are not in synch.

Another issue was brought up by A&R directors at a joint meeting between A&R and Institutional Research on March 20, 2007. The A&R directors asked that shadow systems currently being used by some college International Ed offices be discontinued in favor of SIS being the system of record for all student data, including F1 students. This practice will improve the data accuracy in SIS and reduce the number of systems into which international student data is input.

Additional follow-up is required for this item. Nancy Osborne (as facilitator of the workgroup) will arrange a work session where International Ed staff, PDSOs and other A&R staff can get work with the new SIS in a testing environment to gain additional familiarity with how their processes will change as a result of the new technology. Currently, IE Offices use manual processes to do mailings. They need to learn and document new processes if they will be able to use the new SIS to facilitate this (ex. Three Cs).

5) Common definition for *international students* for external stakeholders –

Issue: In the past, reporters and other external stakeholders have requested data about international students and have reported information based on various definitions of what an ‘international student’ is. For example, sometimes students with immigrant or refugee status are considered to be ‘international’ and other times only students with F1 student visas are.

Resolution Status: The group recommended avoiding usage of general terms, such as *international student* in favor of specific language, such as *students of foreign origin* or *students with non-U.S. citizenship*, depending on the context. The group discussed ways of educating MCCC faculty and staff about this, such as developing a brochure to be distributed to the Marketing/PR departments, to help them use proper language when talking with external constituents. However, no decision was made as to whether time and resources should be utilized to pursue this.

Subject: Re: International Students - follow up

From: Linda Hawbaker <l.hawbaker@domail.maricopa.edu>

Date: Wed, 09 May 2007 08:52:26 -0700

To: Maria Harper-Marinick <maria.harper@domail.maricopa.edu>, Debra Thompson <debra.thompson@domail.maricopa.edu>

CC: Nancy Osborne <nancy.osborne@domail.maricopa.edu>, "L. Hawbaker" <l.hawbaker@domail.maricopa.edu>

Maria & Debbie,

Nancy also mentioned that if we go with this definition of international students, it will be important to communicate to others. There was not agreement for this definition by all of the international ed program managers, and although the IR Council and A&R Council have been kept informed of the work being done by the ad hoc workgroup to resolve some of the reporting concerns, they were not involved in this effort directly. So we'll need to provide some background on how and why this definition is being recommended (Maria - you and our office agree this is a more accurate means of identifying international students). Besides CEC, International Ed Program, and IR & A&R Councils, we'll need to consider other stakeholders to communicate this change, such as marketing. Linda

Maria Harper-Marinick wrote:

Thanks, Debbie. I agree with the plan.

Maria

Debra Thompson wrote:

Maria,

I am willing to accept the recommendations of the IRs on this and think CEC should as well. We could let CEC know as an FYI, perhaps even by e-mail in the interest of using time at CEC for CEC action items. I think that most CEC members would not have the expertise to debate this.

We could modify Linda's email and send it to CEC. We also could let them know that if there are questions that can not be handled by email, we can schedule a discussion at CEC.

Debbie

Maria Harper-Marinick wrote:

Linda,

Yes, I do believe that is the appropriate way of identifying true "international students." If colleges want to count all students of foreign origin for purposes of expressing how multicultural and inclusive their campuses are, then I can see including all those other categories in the count. That is my opinion.

Debbie, what are your thoughts? Is this something we should discuss at CEC before making the final decision?

Thanks
Maria

Linda Hawbaker wrote:

Maria,

This is to confirm based on our discussion this morning that students classified as international should only include students who have come to this country to attend college with the intention of returning to their country upon completion of their education. This definition excludes refugees, students of foreign origin, and undocumented students.

For any requests related to international students, we will follow the definition used for the IIE Open Door Survey:

- Students who have an SIS Citizenship Code = 4 (Diplomatic Visa), or 5 (Student Visa), or 6 (Student Spouse Visa) and or 7 (Exchange Visitor Visa).
- Students with F1 Student visas are only counted at the college that submitted I-20 paperwork authorizing their attendance.
- Students with other visa types (such as student spouse or diplomatic visas) are counted at the college where they attempted the most credit hours.

This will substantially decrease the number of students that have been counted as international in the past. There may be concern by some of the international programs about this strict definition, but as requested, we will follow this methodology when asked for data on international students.

Thank you for your direction on this matter. Linda

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