



IR Council Meeting
November 14, 2007
9:00 a.m. – 11:30 a.m.
Rio Salado College Conference Center

Members Present

Ajit Kelkar	Amber Daines	Cindy Almendarez	Damita Kaloostian
Dan Huston	James Waugh	Jan Binder	John Catapano
John Snelling	Linda Hawbaker	Laurie Cohen	Laurie Pemberton
Linda Hughes	Mary Day	Tracy Salter	Adam Lange
Christina SantaCruz	Susan Starrfield		

National Student Clearinghouse (Webinar) – Danette Sullivan of the National Student Clearinghouse provided a 45-minute webinar to the IR Council. Two licenses will be granted to each college and the district, one each for the Student Tracker module and the Core Assessment module. Local administrators at the colleges will not be limited as to the number of user accounts they create and manage. PowerPoint slides from the webinar are posted at: IR_Council\National Student Clearinghouse\Power Point-Student Tracker-11_14_2007.ppt

Additional attendees for this portion of the meeting included Dr. Tonya Drake, Bettina Celis, and Michelle Traveler.

45th Day Validation (Tracy Salter) – An outside consultant, Gary Nelson, has been working to get the necessary data elements added in RDS for an eventual load into IRIS. Keith Cantor has been running validation checks for the various fields as Gary completes them.

EMSI – Strategic Advantage Demonstration (James Mitchell) – A brief demonstration of the Program Review Report in the Educational Analyst module was given to show how the CIP codes from each college would look once a validation of data was complete. James was asked to check with EMSI to see if the workforce and employment data was accurate to the zip code level.

CCSSE/SENSE Survey (Jan Binder) – PC received an invite to participate in the upcoming CCSSE Survey of Entering Student Engagement (SENSE). PC is declining the offer, but SMCC will be participating due to upcoming reaccreditation. The survey is targeting first year entry courses for students.

National Post-Secondary Aid Survey (Jan Binder) – Jan will be working with Laurie Pemberton to develop the query to be used for the NPSAS. Surveys will be distributed to students from NPSAS via mail.

SparkMaker Software (John Snelling) – The council voted to support the purchase of 25 licenses for the XLCubed product MicroCharts Premier Edition. The price quote with

educational discount is \$3071.25. Linda H. will present request to the VP Council for approval to use allocated funds.

Overview of completed Governing Board Retreat (Linda Hawbaker) – By most if not all accounts, this year's Governing Board Retreat was successful with the board acknowledging that MCCCDC appears to be headed in the right direction. The CEC created three focus areas for the retreat attendees to use when reviewing the Monitoring Report, Assessment Report, and Diversity Report briefings. The areas are

1. Increasing course completion
2. Concerted focus to increase course completion in developmental math
3. Increased efforts to prepare students to succeed in college

Dr. Maria Harper-Marinick will lead a team to work on areas of focus to meet the chancellor's mandate to come to next year's retreat with a plan and a report on progress made.

The MCCCDC Fact Book 2006-07 mock-up was distributed for review. All updates and corrections are due to James Mitchell ASAP.

Open Discussion –

- **Strategic Planning Software** – Inquiries into SPOL use at ASU have revealed nothing. The suggestion for moving ahead is to have Laurie P. and Jan assemble a list of requirements that can be submitted with a Request for Proposal. **(OPEN)**
- **Annual Strategic Plan Appendices** – John Snelling reminded everyone that the new, streamlined appendices for Strategic Planning are out. The 2008-09 Strategic Planning Handbook and forms are now available at <http://www.maricopa.edu/stratplan/>. This year's submission deadline is *February 5, 2008*.
- **Dashboard Software** – Darrell Huish will be bringing the previously purchased dashboard software online this next year.
- **SPAC** – The December SPAC will not be used for out briefing the most recent ESCAN. Instead, a review of the recently authored civic and global responsibilities definitions will be discussed as well as Dr. Harper-Marinick's charge from the Governing Board Retreat.
- **March 2008 IR Council Meeting** – Rio Salado was able to support all IR Council meetings in 2008 with the exception of the March 19 date. The council agreed to table this issue until next year. **(OPEN)**

College Updates –

- **PC** – Jan Binder has built a position description matrix for the researcher positions in hopes of creating a grade scale 10 Research Associate position. Interested IR offices need to work through their respective reclassification representatives.

Meeting Adjourned – 11:30 AM

Next IR Council Meeting – will be a potluck held at Linda Hawbaker's house. Start time is 10:00, more details to follow. **(OPEN)**

Count Distinct in Excel

	A	B	C	D	E	F	G	H	I	J	
1	Excel does not have a built-in count distinct function so you must use another method.										
2											
3											
4	Count	12									(Using the CountA function: =COUNTA(A8:A65536))
5	Count Distinct	4									(Using an array: {=SUM(1/COUNTIF(A8:A19,A8:A19))}
6											
7	List of values:										
8	Apple	<p>An array formula is a formula that works with an array, or series, of data values rather than a single data value. To enter a formula as an array formula, type the formula in the cell and press the CTRL SHIFT and ENTER keys at the same time rather than just ENTER. You must do this the first time you enter the formula and whenever you edit the formula later. If you do this properly, Excel will display the formula enclosed in curly braces { }. You do not type in the braces -- Excel will display them automatically. If you neglect to enter the formula with CTRL SHIFT ENTER, the formula may return a #VALUE error or return an incorrect result.</p> <p>Change the value in the list (A8:A19) not already in the list and note that the count distinct value shifts in cell B5.</p> <p>If you add values past A:19 you will need to adjust the range in the count distinct formula and click the CTRL SHIFT and ENTER keys to update the array.</p>									
9	Apple										
10	Grapes										
11	Apple										
12	Apple										
13	Banana										
14	Banana										
15	Banana										
16	Peach										
17	Peach										
18	Peach										
19	Peach										



8001 Irvine Center Drive, 4th Floor
 Irvine, CA 92618
 Phone (949) 481-3256 Fax (949) 266-9395

Quotation

DATE November 13, 2007
Quotation # CGCC-MC1
Customer ID

Bill To:
 Chandler-Gilbert Community College
 John Snelling
john.snelling@cgcmail.maricopa.edu

Quotation valid until: December 4, 2007
Prepared by: Gary Bernat

Comments or special instructions:

Description	AMOUNT
XLcubed Software:	
MicroCharts Premier Edition 25 Pack	3,975.00
Annual Maintenance & Support	750.00
Subtotal	4,725.00
Educational Discount	35%
TOTAL	3,071.25

If you have any questions concerning this quotation, please contact:

Gary Bernat
 (949) 322-4753
gary.bernat@xlcubed.com

THANK YOU FOR YOUR BUSINESS!

Institutional Research Council

November 14, 2007

Agenda

IR Council Agenda: November 14, 2007 Final		
Item	Who	Start Time
Student Tracker	Tracy	9:00 AM
IRIS 45th Day Validation	Tracy	10:00 AM
Strategic Advantage Demo (EMSI)	James M.	10:15 AM
Break	All	10:30 AM
IPEDS Mandatory Changes	Donna/James	10:40 AM
IPEDS Completions	James M.	10:50 AM
CCSSE/SENSE	Jan B.	10:55 AM
Monitoring Report/Retreat	Linda	11:05 AM
IR Web Site	James	11:10 AM
Follow Up: Sparkmaker Softwares	John/Jim	11:15 AM
College Updates	All	11:20 AM
2008 Meeting Schedules (5 min.)	James	11:40 AM
Fall/Holiday Luncheon?	All	11:45 AM
Adjourn	All	12:00 PM

- Notes*
- find way to keep retreat participants engaged
 - we have changed the conversation like themes of reflection & diversity
 - focus threads of 3
 - don't get distracted off the track related to assessment - what's the role? to make a difference? (influence a lot is important to be measured?)
 - CL Board will ask for measures



GOVERNING BOARD RETREAT

November 13, 2007

8:00 – 11:00 a.m.

Rio Salado College – Conference Center

AGENDA

Welcome

Linda Rosenthal

Overview of Retreat Activities

Debbie Thompson

CEC Focus Areas

- Increasing course completion
- Concerted focus to increase course completion in developmental math
- Increased efforts to prepare students to succeed in college

Annual Monitoring Updates

- a. **Institutional Effectiveness Indicators** – Report Review: presented by Linda Hawbaker
Table Discussion

BREAK

- b. **Assessment** – Report Review: presented by Polly Miller
Table Discussion

- c. **Diversity** – Report Review: presented by Rory Gilbert
Table Discussion

Table Discussion Questions

- What stood out in the presentation?
- How does this, or does the information in the presentation relate to the 3 areas of focus for CEC?
- Do you have any recommendations to ensure that the actions we take will be successful?

Next Steps

Debbie Thompson

Remarks

Dr. Glasper and Governing Board

Plus/Delta

Pat Case

Notes

Please - not to be confused get numbers for not the same as everywhere)

- think about meaning of targets
- no 100% goal - can't be at that
- work on part 1 of 3 score based report
- the self plan & program work
- and not waste time to show the data (part of course don't miss from discussion)