



IR Council Meeting

March 19, 2008

9:00 a.m. – 12:00 a.m.

District Office Technology Training Room

Members Present

Ajit Kelkar	Rene Willikens	Cindy Almendarez	Kerry Mitchell
Beth Hunt Larson	James Waugh	Jan Binder	John Catapano
John Snelling	Linda Hawbaker	Laurie Cohen	Laurie Pemberton
Linda Hughes	Mary Day	Tracy Salter	Donna Silber
Christina SantaCruz	Susan Starrfield	Georgia Gudykunst	Christine Hoedel
LeAnn Reyes			

Programmers' Update (Tracy) – Some brief notes from the programmers:

- 45th Day data is now in IRIS.
- FTSE and Headcount flags are being revised, and will be corrected in the 45th day data.
- PeopleSoft considers a withdrawn student as an enrollment; IRIS does not. I.E. is working with ITS to be able to calculate an enrolled number exclusive of withdrawals for combined courses.
- The XL tables are still being populated.
- Weekly snapshots are not scheduled yet, still awaiting the RDS created from a merged catalog.
- The question about gaining access to RDS was brought up. The answer is that access is granted by the colleges not the district. Possible places to inquire about access would be the ITS Chair or CIT. Linda H. offered to look into the matter. As a reminder, too, Hyperion can be accessed via the Citrix server.
- Another question was asked about the term “non-traditional” class. Non-traditional classes would include TBAs, online, and ‘X.’

XL³ MicroCharts – The district has received the key to activate the MicroCharts software. The purchase order allotted two users per college. Please forward the names of computer users who will load MicroCharts on their computers to James Mitchell at the district IE office.

EScan Summit 2008 – Linda H. is still looking for RSVPs to be submitted for this event. EScan summit results were to be presented at the May 1 Strategic Planning Retreat, but it has been canceled. The desire, however, is to stick to the original action plan so that the EScan can be published in time for colleges to use in their strategic planning cycle.

Spring 45th Day, pt II (Linda H.) - Data compiled and analyzed by the district IE office went to CEC today. The analysis groups had ESL student data being segmented first, and then break downs were done by age group. One item still being investigated is why students with transfer intent jumped 20%.

MyMaricopa.edu (John S.) – A handout on locating Student Record Grades and Cumulative Data in SIS was provided to attendees and a brief demonstration followed. John is working on posting training videos to the shared drive and will notify everyone by email when they are available.

ITS Support Staff – Denise Hernacki, Brian Ferguson, Jeff Parks, and Robert Carrigan were introduced to the IR Council and recognized for their great support.

IRIS Training (Tracy) – The majority of this meeting of the IR Council was spent on IRIS training. Training documentation can be found at shared drive>IR Shared>IRIS Training>March_19_Training. Topics covered included techniques for unduplicating data (concatenate, min/max function, decode).

Meeting adjourned at 12:00 PM

The next IR Council Meeting is scheduled for April 16, 9 AM in the Rio Tower, Room #515.

IR Council Agenda
Wednesday, March 19, 2008
Location: District Office Room 311

IR Council Agenda: February 20, 2008		
Item	Who	Start Time
Programmers Update	Tracy	9:00 AM
MicroCharts	James M.	9:05 AM
Escan Summit	Linda	9:10 AM
Strategic Planning/45th Day CEC	Linda	9:20 AM
Title V Update	Jan/Damita	9:25 AM
My.Maricopa.Edu	John	9:30 AM
Break	All	9:45 AM
IRIS Work Session	Tracy	10:00 AM
College Updates	All	11:45 AM
Adjourn	all	Noon

Locating a Student Record Grades and Cumulative Data

Step 1: Log into the My.Maricopa.Edu

Step 2: Select Employee Self Service

Step 3: Select Student Services Center from the Left Navigation or Main Content Screen

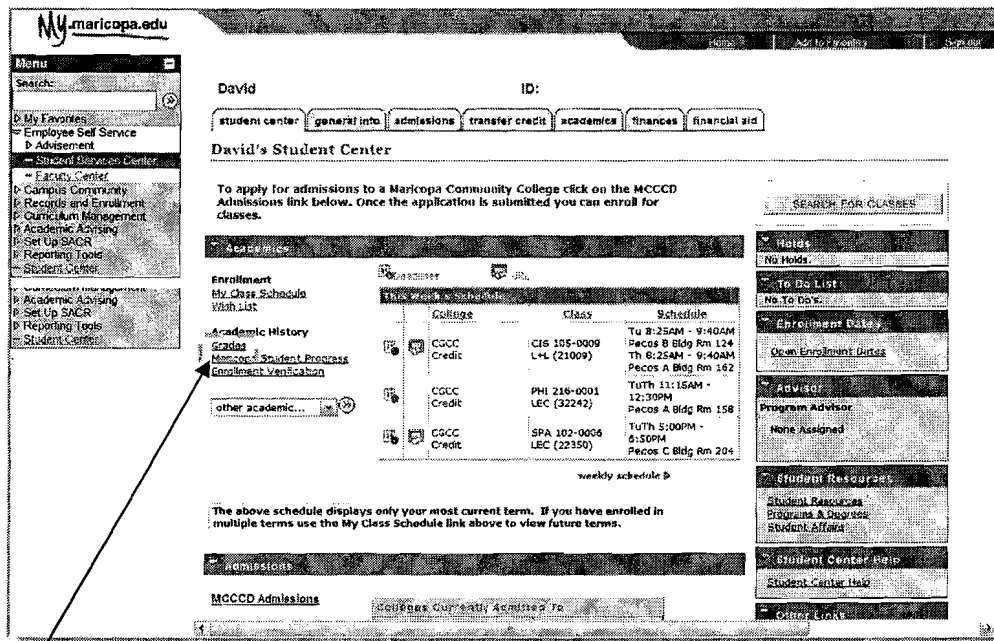
The screenshot shows the My.Maricopa.Edu website interface. On the left is a navigation menu with a search bar and a list of options including 'Employee Self Service', 'Advisement', 'Student Services Center', 'Faculty Center', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Academic Advising', 'Set Up SAGR', 'Reporting Tools', and 'Student Center'. The 'Employee Self Service' option is highlighted. The main content area is titled 'Employee Self Service' and contains three sections: 'Student Services Center' (with a description: 'View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.'), 'Faculty Center' (with a description: 'Use the Faculty center to manage all your class, student and advisee related activities.'), and 'Advisement' (with a description: 'View advisee information.' and links for 'View Advisees' Information' and 'New/Drop-In Advisees'). At the bottom of the page, a text box says 'Select Student Services Center'. An arrow points from the 'Student Services Center' link in the main content area to the 'Student Services Center' option in the navigation menu.

Step 4: Enter the EmplID of the Student you are inquiring.

The screenshot shows the 'Student Services Center' search page. The navigation menu on the left is similar to the previous screenshot, but 'Student Services Center' is now highlighted. The main content area is titled 'Student Services Center' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' with five search criteria: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each criterion has a dropdown menu set to 'begins with' and an adjacent text input field. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. An arrow points from the 'Student Services Center' link in the navigation menu to the search form.

From here you have access to most of the student information that you will need to verify:

- Enrolled Courses
- Grades
- GPA
- Demographic Data
- Prior Terms Enrolled



Select **GRADES** under Academic History to view cumulative GPA and Points.

My Grade Report > Spring 2008 > Credit > Chandler-Gilbert Comm College			
Course	Class Name	Official Grade	Units
CIS 105	Survey Computer Info Systems		3.00
MAT 121	Intermediate Algebra	W	4.00
PHI 216	Environmental Ethics		3.00
SPA 102	Elementary Spanish II		4.00

Courses Attempted 4

GPA, Grade Points, and Unit Totals	Current	Cumulative
Units In Progress - GPA	10.000	10.000
Units Taken Toward GPA	0.000	64.000
Units Taken Not Toward GPA	0.000	0.000
Units Passed Toward GPA	0.000	58.000
Grade Points	0.000	153.000
Current GPA	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Grade Points/Units Taken Toward GPA = GPA </div>	
		2.391

CANCEL