



IR Council Meeting

June 18, 2008

9:00 a.m. – 11:45 a.m.

Rio Salado College Conference Center

Members Present

Ajit Kelkar	Jann Contento	Cindy Almendarez	Damita Kaloostian
Dan Huston	James Waugh	Jan Binder	John Catapano
John Snelling	Linda Hawbaker	Beth Hunt Larson	Laurie Pemberton
Linda Hughes	Steve Schroeder	Tracy Salter	David Sweeley
Jen Schrader	Susan Starrfield	Dennis Mitchell	Kerry Mitchell
Keith Cantor			

Training

MS Excel (Cindy) / Hyperion (Tracy) – Cindy and Tracy provided training on using string functions in MS Excel and scalar functions in Oracle/Hyperion, using the example of creating mailing lists. Handouts that can provide a walk through of these functions are available in the \IR_Council\Brio_Training\IR_Council_meetings\formal salutations folder.

Requests for Information (Teresa Toney) – Teresa reviewed district policy and obligations when it comes to public records requests. By Arizona statute MCCCDC is obligated to release information if it is contained in an existing report. We are not required to do so if it doesn't exist. This matter has been brought to the forefront following a request for information from the company Pick-A-Prof. The class grade distribution information requested was considered a custom request and thus was subject to a commercial fee. A short time later another similar request came in asking for identical information in electronic format. Since the Pick-A-Prof request was a custom report, the second requester was advised of district policy that the request was subject to a commercial fee. The district releases this information in hardcopy format only.

Any such requests from outside sources should be vetted through Teresa Toney to ensure consistent handling as well as a coordinated district response.

IRIS Updates (Tracy) – The End-of-Term (ET) snapshots was accomplished over the weekend of June 14-15, and reloaded over the weekend of June 21-22. Tonie Salzano is creating reports for checking dual enrollment data from RDS, which will alleviate the added involvement previously required of IR offices.

Preparations for FY end are also underway. The Summer I end date will be after July 1 which means grades will not have to be posted by June 30. The SR_1140 by default collects FTSE in the appropriate year. The Discrepancy Report will now identify FTSE that was not collected in the prior year due to grades not being posted by June 30.

Transfer Rate Update (Beth) – The charge from the AzAIR Conference to come up with a statewide accepted transfer rate definition is coming close to completion. MCCCCD is going to request one more ‘tweak’ to the formula in order to stabilize the cohorts. See the *Draft Executive Summary, Calculation of an Arizona Statewide Transfer Rate* handout for more details.

SIS Advisory Group - SAG (Linda H.) – Although the IR Council is not an official member of the SAG, Tracy or Linda H. have been trying to attend their meetings. SAG is authoring a white paper on why we should still be considered to be in the implementation stage and not in production. The paper will outline what additional resources are required to address open issues. The IR Council distribution list has been added to the SAG distribution list so that we can stay abreast of SIS issues.

Joint IR and A/R Meeting (John) – The desired meeting between the IR and A/R Councils is on hold until a suitable date can be found, which may be some time into the fall. At issue is term activation for new-former-continuing student data.

EScan wiki briefing - Jann Contento, Damita Kaloostian, Linda Hawbaker, and Beth Hunt Larson, went through the presentation they gave at the AIR Conference in Seattle. The presentation was well received and the handouts provided good tools for other schools to take home and begin their EScan programs.

Strategic Planning \$100K Budget (Linda H.) – The vice-presidents of Administrative Services are happy with the manner in which the \$100K budget is being handled and feel there has been value added from the expenditures thus far. The budget for the coming year has some available funds for expenditure. Please direct suggestions to Linda Hawbaker for collection. The IR Council will vote on any proposals before the permission to spend the funds is requested.

Dual Enrollment (Linda H.) – There are some open issues with Dual Enrollment program evaluation deadlines that will need to be addressed when Georgia Gudykunst returns from leave.

Student Success Program (Laurie P.) – Laurie will coordinate a meeting for colleges benchmarking PVCC’s iStartSmart program. The meeting will be on July 16 from 1-3 pm. The location of the meeting will be room #128 at the district office. Laurie will be looking to see what kind of data is being requested as these programs come online. Bob Bendotti will be working with this program in an active retirement status at the district level.

ArcGIS (Keith and James W.) – Semester headcount and FTSE maps have been created for each college. Hard copies were displayed at the meeting with each college able to take their respective maps back to their campuses. Researchers attending this meeting gave approval to post PDF file versions at <http://www.maricopa.edu/business/ir/> under the *Maps of FTSE and Headcount* hyperlink.

James Waugh wanted to know if part of the \$100K funds could be used to contract training in ArcGIS. James was tasked to get the necessary administrative details on running the training and then Linda will ask for permission to use strategic planning funds to pay for the cost of bringing in the instructors.

Keith and James M. will be attending the ESRI ArcGIS conferences in August.

Estimated FTSE (Beth) – A handout on estimated FTSE for FY 2007-08 was distributed to the council. College estimates can be used in place of these numbers. This handout will be provided to Chancellor Glasper who will, in turn, present it to the Governing Board.

College Updates

EMCC – Damita will be the chair for the next AzAIR Conference to be held in 2009. Please forward her any ideas you have on a theme and possible guest speakers.

Meeting adjourned at 11:40 am.

The next IR Council meeting is scheduled for July 16, 9-11:30am at the Rio Conference Center.