



IR Council Meeting
August 13, 2008
9:00 a.m. – 11:35 a.m.
Rio Salado College Conference Center

Members Present

Ajit Kelkar	Andrea Archer	Cindy Almendarez	Beth Hunt Larson
Keith Cantor	Cathy Hernandez	Donna Silber	James Waugh
John Catapano	Linda Hawbaker	Laurie Cohen	Laurie Pemberton
Linda Hughes	Mary Day	Tracy Salter	Kerry Mitchell
John Snelling	Sue Kater	Sue Starrfield	

Meeting Minutes – Beginning next month, John would like to begin the meeting by approving last month’s minutes. John thanked James for doing a great job on the meeting minutes.

Training:

Headcount Mapping (Donna S.) – Donna walked us through the two queries that were used to map headcount (Keith will train us on how to create the maps using ArcView next month). The IRDW Fall 2007 query used two tables (Students and Student Addresses) and required more clean-up of data including using the use of the MAX function for City, State and Zip to get one address per student versus three different addresses for each student. The IRIS Spring 2008 query used one table (Students) and data was a lot cleaner.

Data Functions with Associated Data (Tracy S.) – Tracy generated good audience participation by providing prizes for answering the question “how do you get the ethnicity description associated with the minimum ethnicity code”. The documentation is saved on the network in the IR Council\Brio Training\IR Council meetings folder. Tracy will review the advanced question (using a derivable query) next month.

FY FTSE Analysis (Linda H.) – The highlights of FY FTSE changes compared to last year are going to be presented to CEC and is due on Friday, 8/22. Findings could include the differences in when Summer I term ended (after 6/30 this year) versus last year. This should be no more than one page and Linda will send an e-mail on this request. See handout FTSE Collected by Fiscal Year report for FTSE by term/year comparison. Also, Beth will send the request to A&R for the Weekly Headcount and FTSE comparison and will clarify the comparison times (relative from the start of the semester).

Agenda Joint A&R/ IR Meeting (Linda H.) – The meeting is scheduled for Tuesday, 9/16 at 1p.m. and location TBD. The six proposed agenda items were discussed. Linda will ask Frank Amparo for any A&R agenda items. Linda asked for IR Champions to lead our agenda items and will invite ITS to the meeting. Donna will lead the discussion on the first agenda item that covers the new race/ethnicity data collection requirements for students and staff (IPEDS) and Linda believes this will take a lot of time.

John S. and possibly Amber will lead the discussion on new/former/continuing students and will bring the recommended specs. The definition of a new student is one that is taking (enrolled in) a credit class at your college (use the traditional university definition where student is new in the fall semester regardless if they took a summer class). Tracy discussed the handout “Comparison of RDS New-Former-Continuing Code” and advised for A&R and IR to decide how we want this to work and then have ITS make the corrections.

Linda discussed the Proposition 300 issue where students without verification having residency as Maricopa. Linda sent the detailed information to A&R yesterday.

Allied Health Analysis – Moved to September agenda.

Running BOEXI Reports/Sharepoint (Tracy S.) – Tracy walked us through the Sharepoint SIS Support logon and the review of Helpdesk tickets. Each campus has a person who gives access to the users. Tracy asked the council to add the DL-IR-Team or the DL-IR-Council to helpdesk tickets so that we receive e-mail updates on the issues. This is a communication site and P1 is the highest priority, P2 is next highest, P3 is for modification/enhancement and P4 is desired.

Tracy walked us through the BOEXI reporting system and stepped us through running an existing report. See the list of college administrators that will help you with access to BOEXI. Use the BOE Reports documentation handout that was created by GCC. Tracy advised caution when using the reports and to make sure you understand the report criteria and the results. Jim said it is important to recognize that the BOEXI data is a day old vs. IRIS is weekly.

Student Success Program (Laurie P.) – Today’s meeting is scheduled at 1p.m. in the Maricopa Room at District Office. This is where the IR Council will hear what they are looking for about students so the colleges can use a standardized query for reporting purposes.

IRIS Data Conversion (Linda H.) – Linda asked everyone to be aware of the items on this handout. The Data Differences Fall 2007 45 Snapshot Compared to ET Snapshot were reviewed and Tracy discussed the status of several helpdesk tickets related to incongruent data.

Dashboard Software - Moved to September agenda.

College Updates and/or Other Topics:

- ArcView map training is scheduled for October.
- Possible IR Council Retreat in December.
- Linda wanted to find out if the new student discussions are helpful and the team would like the discussions to continue especially with all of the fixes in place.

Meeting adjourned 11:35 a.m.

Next scheduled meeting is on September 17, 9:00 a.m. at the Rio Salado Conference Center.