



## IR Council Meeting

June 17, 2009

9:00 a.m. – Noon

### Members Present

Cindy Almendarez	Jim Waugh	Alka Arora Singh	Beth Hunt Larson
Andrea Archer	Laurie Cohen	Mary Day	Ajit Kelkar
John Catapano	Tracy Salter	Paul Marsh	Jan Binder
Rene Willekens	Donna Silber	Kerry Mitchell	Chris Frattare

### Training –

- Excel Macro – Cindy provided a handout and shared an AIR Forum tip about using Excel macros. She demonstrated recording and running a simple macro. This information was presented by Utah Valley University and the materials are available on their web site ([http://www.uvu.edu/iri/air\\_macros.html](http://www.uvu.edu/iri/air_macros.html)).
- Hyperion - Tracy had the group answer a question as a continuation from the last Hyperion training session. The handout lists the question (What is the 5-year trend by term of the percentage of students attending multiple colleges?), three queries and caveats. Tracy walked us through the three queries and explained several caveats about the records, computed items and percentage calculations in the pivot. A lot of good discussion was generated on other ways to use the queries.

**Carl Perkins cross reference to CIP codes** – Tracy provided a handout and an overview of a new table now available in IRIS – CIPV\_SUBJECT\_CIP\_XREF. The table may be used to group occupational courses into broad categories and was developed to be used in the Fact Book and by a college request to determine top occupational programs. The table is a cross walk between a class and a CIP code. Please review the handout that explains how to use the new table.

**Noel-Levitz and CCSSE Administration** – Beth discussed the CEC proposal to coordinate the administration of the student surveys across the district. CEC would like colleges to coordinate the administration of the Noel-Levitz and CCSSE. The Noel Levitz will be administered in the spring of 2009-2010. Those who were planning on administering the CCSSE will give it the following year 2010-11. The following year no surveys will be given. Colleges that have given the Noel-Levitz in the past have agreed to help those colleges who haven't done the survey. There may be some suggestions that the group can offer to make the administration as similar as possible across colleges. There are queries already written to select sections that can be shared. This will be discussed further at the IR summer retreat.

**Strategic Plan/E-Scan Report** – Beth communicated that the plans for FY2009-10 have been posted to the MCCC CD web site along with the FY2007-08 Outcomes Summary and the 2009 E-Scan report. Thanks to those who contributed articles and attended the E-Scan summit. These are on the agenda for the June 23<sup>rd</sup> Governing Board meeting. Cindy let everyone know where to find the Strategic Planning menu on the employee home page and the IE home page. One copy per college was distributed.

**Summer Retreat Planning** – Laurie C. distributed a tentative agenda for the 7/15 all day retreat (9a.m. – 4p.m.) at the Rio Conference Center. Laurie will send an e-mail asking for us to submit our top two table topic sessions - - two for the morning and two for the afternoon. She would like us to provide other areas of interest for table topics, if it's not already on the list. There will be a lab session to cover using the new placement data tables at some point in the afternoon.

**AIR Sharing** –

- Donna shared information she received about IPEDS: Race/Ethnicity changes that will be mandatory for the Fall 2010 reporting; the net price calculator, and the possibility of three new IPEDS reports ~ (1. Non credit instructional activity, 2. Distance Education, 3. Expanding Grad Rate to report on part-time cohorts with additional breakdowns by federal grant aid received). There was also some discussion about the Higher Ed ACT Reauthorization and as a result of the changes, institutions will be required to disclose some additional student information. Donna will let the Council know as more information becomes available.
- Mary said that she attended the two Lumina (UTRN) presentations by Shelly Potts; a University of Northern Michigan (best paper award) presentation that addresses lack of preparedness; a presentation about the Bologna project in Europe where they are trying to make all educational processes similar in Eastern and Western Europe.
- Paul shared that he was surprised about the large number of attendees this year and is interested to see if it drops next year due to the budget issues.

**Student Success Update** – Beth gave an update and two handouts - - one covers the Steering Team Retreat held on 5/12/09 and the other is a student tracking update. The student tracking handout shows the number of students in student groups as of 6/6/09 for each college. It will be important for participating students to be placed into student groups so that reports can be run this fall. More details will be sent to the colleges from Dr. Harper-Marinick. The cohorts to be tracked are first-time college students with degree or transfer intent, attending full-time who completed orientation. The outcome measures can split out students as full time or part time. There is no need to create a new student group. A BOEXI report is available to check the students in the group. The queries for the measures of success will be shared at the July retreat.

**CEC November Retreat and Monitoring Report** – Beth attended the CEC meeting this morning to briefly discuss the annual monitoring report. The CEC will be discussing what should be included in the next monitoring report for November 2009. It is anticipated that colleges may be asked to provide information about the initiatives that they have undertaken to address the areas in the monitoring report that have declined.

### **Fiscal Year End Analysis**

A copy of the 2007-08 Fiscal Year Analysis was distributed to the IR Council. The report will be due again in mid-August. The format will be the same as last year. New ideas are welcome, however. The unadjusted FTSE detail table will be available in early July and adjustments are expected to be included in the table by the end of July.

**Meeting adjourned 11:20 a.m.**

### **Next IR Council meeting will be an all day retreat:**

- July 15, 9:00 a.m. – 4 p.m. IR Council Meeting at Rio Salado Conference Center and District Office computer lab room 300 in the afternoon.