

**IR Council Meeting
February 19, 2003**

Members Present

Jan Binder, Amber Daines, Prema Gopal, Georgia Gudykunst, Linda Hawbaker, Paul Marsh, Jeremy Moreland, Tracy Salter, Donna Silber, Tiffany Sledge, Rene' Wilikens, Christina Jimerson (recording)

Agenda Items

Crystal Demonstration

Meeting Convened

10:39 am

Introduction of New Staff

Georgia introduced Christina Jimerson, Research Assistant, to the Council.

DSS Issues

Linda Hawbaker provided a handout, which included an overview of DSS. Linda asked the members to share the information with their college administration. An electronic version of the handout will be sent.

Linda will also send a spreadsheet; she is requesting members review the document and report how various issues are identified by the next meeting.

Linda reported testing will begin in April and all colleges should be involved. Additional testing will occur in May before it goes "live."

Dual Enrollment

Donna Silber reported the Auditor General's Office stated the colleges may still work with the high schools even if the state funding is withdrawn. If the funding for Dual Enrollment is cut, audits will still be conducted to make sure the colleges aren't counting the high school students in their college FTSE. At this time, a decision regarding funding hasn't been made.

Donna asked the group how they felt about the District office providing the college's Dual Enrollment Reports to those who request it. Donna reported the State Board will publish District summaries, but will not publish individual college detail. However, the detailed report can be requested from the State Board. Donna will send each college their report, as well as a Dual Enrollment document she created which isn't as specific. The College's can review and decide what they are comfortable with releasing.

DOE Draft Statement

Jeremy Moreland handed out a Draft Confidentiality Agreement. This agreement would allow MCCD Researchers to obtain information from school districts. Georgia suggested that space is provided for signatures from all colleges, as well as a notary signature. Georgia will have the Legal Department review the document and provide feedback. The contracts have to be signed yearly, but Jeremy will check on perpetuity. Guidelines for publishing the information will also be determined.

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ASSIST Draft Statement

Tracy Salter provided the draft statement, and reported it's a consolidation of what is on the ASSIST web site. Some suggestions were the statement should say "Researchers can access data only from their Institution" as well as the word "Birthday" should be changed to "Birth Date."

Georgia will speak with Melinda Gebel regarding use of the information ASU provides to the Colleges.

ASSIST MEETING/AZ AIR Conference

Georgia reminded the group of the ASSIST and AZ AIR meetings, April 10 & 11, 2003 at ASU. Information about the People Soft Conference, March 16-19, 2003 was also provided. Professional Growth funds may be used to pay for the Conference; application materials for Professional Growth are due on March 5.

Warehouse Re-Design

Georgia asked for volunteers to help with the Warehouse Re-Design. Interested Council Members should contact Georgia.

ET Loading

Tracy provided a document regarding ET loading. She reported that recent data has changed. Does the group want to continue as is, revert to the old method, or devise a new method. Please respond.

IPEDS Winter Collection

Donna handed out the College's IPEDS Winter Collection Report (Salaries, Employees by Assigned Position) for the colleges. This is the first year the Employees by Assigned Position (EAP) report was required. Full-time Faculty numbers are different because the numbers are pulled from two different sources. Donna is working with HR regarding this issue. A list of definitions for the various categories will be sent to Council members. The corrected EAP report will be sent out upon completion.

Meeting Adjourned: 12:11 pm

**Next Meeting: March 26, 2003, 9:30 am
Scottsdale Community College, SC 209 (Peridot Room)**