

**IR Council Meeting  
July 9, 2003**

**Members Present**

Matt Ashcroft, Jan Binder, Amber Daines, Mary Day, Marina Gorton, Georgia Gudykunst, Linda Hawbaker, Sandy Hill, Damita Kaloostian, Debbie Lain, Beth Larson, Paul Marsh, Daryce Moore, Jeremy Moreland, Robert Rodriguez, Tracy Salter, Donna Silber, Susan Starrfield, Crystal Theaker, Frank Tulkan, Mary Walton, Christina Jimerson (recording)

**Agenda Items**

**Meeting Convened**

9:05 am

**Enrollment Action Reasons/NSS Issues**

A Course Delivery Types/Instruction Mode handout was provided and reviewed. It was decided that IR Council members would come up with definitions and submit them to Debbie Lain.

An Enrollment Action Reasons handout was provided, Debbie Lain asked IR Council members to share the document with office staff and report potential problems to her at the next IR Council meeting.

December 2004 is the system implementation date. Questions and answers are posted on the web board, or may be e-mailed to Debbie.

**ASSIST Query**

Tracy reported standard queries have been put together so that numbers can be compared. Each college received one disk, with instructions to change for each school. Brio upgrade instructions and sample queries were also provided.

The data in ASSIST goes back to Fall 1993. ASSIST should be contacted to see how current the data is. \*The District numbers may not match the individual college numbers because at the District Office, all data is viewed. Each college can access only their own data.

**Mapping Demo**

Frank provided maps for each college, and described the mapping process of starting with a base template. He suggested each college establish a naming process that makes sense to each office, as well as maintaining documentation on each map that is created. GCC uses an HP printer.

Frank reported that GCC is offering an Intro to Arc View (GPH 219, section # 5809) class for the Fall 2003 semester.

Sandy demonstrated a Power Point Presentation. The Shape files are converted to Power Point slides, allowing changes by zip code to be viewed.

It was reported that MAG projections have been released.

### **Mapping Demo (cont.)**

It was noted that the following colleges are currently using Arc View: CGCC, EMCC, GCC, MCC, SCC. District IE office will be providing copies of ArcView (latest version) to interested colleges very soon.

### **Dual Enrollment**

Donna reported that with the elimination of the State Board for Community Colleges, each District would be responsible for a section of the yearly reports. MCCD is responsible for reporting Dual Enrollment.

### **DSS Update**

Linda Hawbaker indicated that reports have been created in Crystal Analysis. Thanks to Jan Binder for her work. Jeremy Moreland will complete a matrix that details questions that were asked, with the location of where it's addressed in the queries. It will be used to determine the success of the project.

Training services is currently working on training materials.

### **Indicators Pilot Study**

Georgia reported she would be speaking with Dr. Solley regarding interest and participates in the study. Indicators should be reviewed to determine if there are any that can be used for internal purposes. Donna is working on NCA operational indicators for next year (IPEDS based).

Data is due on August 15, 2003. Interested colleges can meet as a group and work with Georgia.

There was a brief discussion about the District Office compiling the Human Resource data to streamline the data collection.

### **Other**

Mary Day reported that she and Linda Hawbaker met with the ACE Program people to suggest a student tracking mechanism. It was determined a list of participants (by SID, D.O.B., College, and Cohort year) would be entered into an excel table, which can be put in Brio. All colleges will get ACE money from 03-04. They requested that Tracy put this data into a table for Brio and work with Melinda at ASU.

It was reported the rest of the data for the unduplicated headcount numbers would be extracted on July 18, 2003.

Linda Hawbaker reported the Student Information Commission has been dissolved; she will no longer be reporting on SIS and encouraged everyone to become active with the project on their campuses.

**Next Meeting: August 20, 2003**

**9 am-12 pm**

**District Office, Maricopa Room**