

**IR Council Meeting
November 19, 2003**

Members Present:

Amber Daines, Jeff Simonson, John Snelling, Crystal Theaker, Nancy Osborne, Ajit Kelkar, Tracy Salter, Georgia Gudykunst, Linda Hawbaker, Jan Binder, Paul Marsh, Donna Silber, Beth Hunt Larson, Jeremy Mooreland, Susan Starrfield, Beth Larson, Genevieve Winters, Chris Santacruz, Beth Larson, Chris Lohl (recording).

Meeting Convened:

9:15 AM

Agenda Items

Introductions of New Staff / Farewell to Staff

Georgia Gudykunst introduced Chris Lohl, Research Assistant, and announced the departure of Damita Kaloostian and Mary Walton.

Governing Board Update

Paul Marsh reported on the Governing Board retreat. The idea of a Report Card replacing the Governing Board Report was discussed, but there was no consensus. At the SPAC meeting (Strategic Planning Advisory Council), Marketing took over the idea of the Report Card to be used as a marketing tool instead of a self-study tool. Goals soon evaporated and SPIT, a smaller group for working on Strategic Planning evolved.

Other points noted:

- ASU has done a report card in the past as a form of a Self Evaluation and used it to report the highest marks in each area.
- Other schools in the state (Pima etc.) have done indicators.

Space Utilization – FTSE Request

A handout of suggestions for increasing classroom and seat utilization was distributed. Linda Rosenthal would like to see the justification for more classrooms, considering that the afternoon classrooms are not full, but most students don't want to attend during that time of the day.

Colleges received a request for information on their individual space utilization that is due Dec. 1st. A copy of the request was distributed and the council reached consensus on the parameters that would be used for this request. The colleges will supply the following information:

- 20026 Term FTSE – total.
- 20036 By FTSE type.
- Only FTSE will be supplied.
- Split data by owned by site / not owned by site.
- No dual enrollment figures.
- Non-Credit not included.

GAO Study of Community College Roles in Higher Education

It is estimated that GAO may take approximately 40 hours of work for a small college to complete, since the data won't be captured in a similar format. The GAO Study will be sent to the IPEDS holder in January, and will be due in January. Several handouts were given with basic breakdowns of the survey topics.

Donna Silber is will attempt obtain a copy of the study or at least the survey format so that the colleges can be prepared. The study will be web-based.

DSS Update

Demo and Bio data will be loaded into the cubes this week. There will be a verification pre-test after this data is loaded. Nancy Osborne asked that researchers verify their own data and will check to see if they have been given access. If so, the mock reports and data cubes will be available through the e-portfolio using ONLY Internet Explorer.

Enrollment Data will be released Dec. 2nd – 5th. The merge logic needs to be verified as individuals have different ID's at different colleges.

Nancy will email out an error-reporting template that will help classify the errors. These reports will be stored in an error database. A beta test of the system is scheduled for early February.

Josef would like to know what an acceptable level of error would be for DSS. Linda Hawbaker stated that a 0.1% error on unduplicated standard headcount would be acceptable, or no more than 20 students out of Glendale's 20,000 students per semester. The 0.1% error was generally agreed upon, as all errors must manually be cleaned at some point.

It was also discussed that even if the merge logic yields 100% matches, the data might still be wrong – for instance Mary Jones might have been matched to Marcy Jones (etc).

Josef inquired about what kind of help the colleges will need as we get into deployment – will support need to be provided by District, IT, what tools, etc... The goal is for users at all the colleges & skill centers to have equal levels of support. The Council agreed that the colleges would support one another and have the district as a source of backup support.

ACE Update

Tracy Salter gave an update on ACE. She has gotten feedback and is working on a new template that is more automated. It has been suggested that the template be put on a website (with all pertinent information: definitions, instructions, etc) so the responsibility doesn't fall back on Tracy.

The template will be ready soon, however it was unsure when Naomi will have the website setup for the distribution of the template. A direction sheet also needs to be created.

The ACE data will be submitted to ASSIST in April and therefore, is due to Tracy by March 1st. Colleges can submit data as far back as they wish, but most recent must be through 02-03 cohort.

DOE Update

Jeremy reported that two sets of enrollment data (headcounts) from October 1st should be available soon. He has gotten no response from the accountability data agreement (for dropouts, graduates, etc – by individual high schools).

Pilot Kansas Indicators Study

Georgia shared Kansas Indicator regulations with the group in preparation for her meeting in Kansas on Nov. 20th. RS, GC, CG, SC, and EM are participating in the study

Jan Binder suggested sharing indicators. Tracy & Donna discussed changes to the queries and spreadsheets that need to be made before the data is shared. The queries will be finalized and then the colleges will run their Indicators again. They will share their data and a matrix will be created with the results.

During discussion of the query, Tracy suggested the use of FY Students Table for fiscal year data. It contains the past 3 fiscal years of data and is available to all researchers.

The Kansas Indicators will be redone in January and put up on the IE District Website.

Other Updates

Keith is going to continue to pursue setting up an ArcView training course through his contact at Gateway. Any suggestions for the class can be sent to him, as the course will be created around the needs of the researchers.

Donna distributed IPEDS Institutional Characteristics and Completions Reports to the colleges. She also handed out Fact Sheet print outs from the website, and a breakdown of Dual Enrollment FTSE by High School/by College for FY 2002-2003.

Tracy discussed CPIII briefly. The requirements are the same and the reporting process will be basically the same as CPII.

Meeting Adjourned

11:45AM

Next Meeting

January 21st 2004