

IR Council Meeting

January 21, 2004

Members Present:

Crystal Theaker, Cathy Hernandez, Amber Daines, Jeremy Moreland, René Willekens, Paul Marsh, Sue Starrfield, Jeff Simonson, Jan Binder, Nancy Osborne, Tracy Salter, Mary Day, Georgia Gudykunst, Donna Silber, Linda Hawbaker, Chris Lohl (recording).

Agenda Items

Introductions and Welcome

Georgia Gudykunst welcomed participants to the meeting and started the introductions.

IPEDS & Other Surveys

Donna Silber discussed the Winter IPEDS collection, with first lock on January 28th. She also discussed the next round of Operational Indicators. She has found a contact who will be able to provide pertinent information. She noted that the President & college liaison will be contacted via email when the indicators are available online. The due date will not be until sometime in May or June. The delay has been caused by the implementation of a new database. The Operational Indicators are mandatory, but the due date has not yet been announced.

Jan Binder suggested that the colleges work together to complete the indicators, and wanted to know how much lead-time we will be given.

Chris Lohl and Donna Silber announced that the Trends had been updated for Fall 2003, and that the audited FTSE for FY 2002-2003 was complete, however they are not yet available on Trends.

Amber Daines asked about the status of the new GAO congressional survey. Donna announced that the survey would not be mandatory.

MAT Reclass Comments / Issues

There was a great deal of discussion on this topic, but some agreements were made:

- **IR Specialist** – Change title to ‘Analyst’ instead of ‘Specialist’. Include Data Warehouse under ‘Knowledge & Duties’. Change wording specifically to “use or mainframe, data warehouse environments, and other databases.”
- **IE Coordinator** – Change title to “Coordinator of Research and Effectiveness,” and under ‘Supervision Received’, add “this position reports to Director of Higher Level”, etc... Under ‘Supervision Exercised’, add “or the work of a research analyst or others.”
- **Director Research & Development** – Change title to “Director of Research & Effectiveness.”
- **Director of Planning / Assessment** – Change title to “Director of Research, Effectiveness & Planning”. NCA & MCCD Goals to be added to responsibilities.
- **District Director** – Should have the same job functions as one of the above Directors.
- **Overall** – Make positions consistent in regards to directing others (i.e. Specialist & Coordinator should be able to direct work of students, assistants, etc...)

NCCBP Indicators Project

The Kansas Indicators Project has had a name change to the NCCBP Indicators. Several updated handouts and a CD-ROM with all queries was distributed.

Jan had questions regarding the data differences:

- Calendar was different for GW & RS
- Multi-college field missing from GW
- CGCC – also had missing data
- GCC – revenue was different

Georgia explained that this would be the last chance to make any data corrections. Donna handed out new data, regarding the NCCBP and went over it briefly.

Tracy announced several changes to the NCCBP queries:

- Changes on 4A – performance of transfer students
 - Changed to 1st yr instead of term
 - GPA at end of Academic Year includes summer
 - Use columns 1, 2, 3, & 5 for report.
- Changed 6D
 - Numbers will go down on cols 2 & 3.
 - Looking for remedial math completers compared to college level.

Tracy also noted that the CD contained many queries, some are by year, some are run for all years etc... The appropriate query will need to be chosen for each indicator.

Linda Hawbaker had questions on 11C (staffing) pertaining to who was actually counted (getting a list of actual names). We need to know who was counted and where because the numbers don't look correct. We should not be including support staff according to NCCBP.

Mary Day, Linda Hawbaker, Jan Binder and Amber Daines discussed the problems with the 11C count. It was agreed that a standard methodology should be used for counting. This method would be used district wide. Any recommendations on the process should be sent to Georgia.

ArcView Training

Basic ArcView training will be available at GWCC for interested Research staff. The classes will be taught by Lisa Young, who is a certified ESRI instructor and GateWay faculty member. The classes are tentatively scheduled to be every other Tuesday morning, starting on Feb. 24th. The 3 credit course will consist of four 4 hour lecture/lab sessions, as well as self study that will total 40 hours.

Tracy Salter handed out a second copy of ArcView to the individual colleges. Each college now has one license for a Desktop PC and one license for a laptop.

Updates / Other

Georgia announced that the Report Card will be taking the place of the Governing Board Report. Any ideas or suggestions can be sent to her. She suggested that we begin by using the NCCBP project to target indicators. Linda agreed that we should try to align ourselves with NCCBP as much as possible for national comparison matters.

Tracy, Linda and Jan announced that they are pursuing an FTP system setup for the exchange of BrioQueries (and other large files) between research offices.

Meeting Adjourned

12:15PM

Next Meeting

February 18th 2004