

## **IR Council Meeting**

**February 18, 2004**

### **Members Present:**

Jan Binder, Jeff Simonson, Paul Marsh, Matt Ashcraft, Rene Willekens, Christina Santacruz, John Snelling, Crystal Theaker, Amber Daines, Nancy Osborne, Sue Starrfield, Mary Day, Tracy Salter, Georgia Gudykunst, Donna Silber, Linda Hawbaker, Chris Lohl (recording).

### **Meeting Convened:**

9:05 AM

## **Agenda Items**

### **Introductions and Welcome**

Georgia Gudykunst welcomed participants to the meeting.

### **Debbie Lain, NSS**

Debbie wanted feedback on the latest copy of the class master report table. Jan said that SCC should be included in #7. Linda questioned #16 with the faculty.

We might need to strip the ID (SSN). Debbie said security could be built around the SSN, or only certain people would have access to run it.

On #17, Linda noted that the staffing ratio can be marked as a course attribute. We also might want to look at these things by major location.

Debbie remarked that modifications are slowing things down. She asked that we take a look at things that would be important to us a little later, and it will be addressed. She asked that we let her know of any special needs or uses for these reports.

### **DSS Timeline/Input**

The DSS team is waiting on some Financial and Demographic data. They are making sure everything has a value. They will load 3 years of data and bring a developer from Canada. Testing will occur before DSS is opened up for us to review. Linda sent around a list of accounts and asked that names be added if an account was required. The target date for review is March 29<sup>th</sup>.

Linda asked everyone to review the list and add anyone from the college who should be added to review data. The second level of testing from 3/29 to 4/9 will be by researchers only. Tracy prepared 5 years of transfer data which was passed around. The third level of testing will be by beta testers, after the researchers have checked their individual college data.

### **IRDW Draft Plan**

IRDW will be fed from another source. Linda will be working with Debbie Thompson, Miguel Corzo and others on a budget plan. It will likely cost about as much as DSS. There will be many phases of the project. The first phase will be the project scope and general framework, datasources, and reporting.

On a side note to the reporting, Linda mentioned that in the future there will be a backup to the people soft system. Also, there will be the report data store which will be updated every night.

Linda will work with the change board further to make recommendations about migration. The change board is: Beth Larson, Rene Willekens, Georgia Gudykunst, Tracy Salter, Jan Binder and Mary Day.

### **ArcView Training**

Information was sent out the previous week about obtaining books; however there are now no books at GWCC or Amazon.com. There were still available slots.

Georgia asked anyone who was interested to please contact her. Georgia also discussed the possibility of Sue Kater providing the instructor with real data.

### **Draft Indicator Report Concept / Measures**

Georgia discussed the new "Report Card" concept. A listing of indicators is being shared with the deans and others, and a set of these indicators will be incorporated. Student characteristics and mission areas will also be included in the report. It may be a traditionally formatted listing, similar to the governing board report depending on what people want.

The Indicator Report will be approximately 10 pages (front and back) and it will include short and to the point text, lists or tables, and an extraction of indicators. It will be freely available to the public. About 70% of the indicators will be from NCCBP for comparison to other colleges. Rene suggested that we promote the website from within the document. The website might contain more data and breakdowns that would be otherwise unavailable in the new shorter Report Card.

### **Timeframe**

There will be a board retreat the first week of April. We need as much feedback on what the indicators should be by April 1<sup>st</sup> so that it will be available for the retreat. The monitoring process begins again in November, and there will be a retreat. The Report Card is expected to be published in October. Some portions may have to be reported individually.

Georgia asked that she get as much feedback as possible in the next two weeks. She also asked to know which indicators can't be done. Linda suggested that people also make Georgia aware of the indicators they don't regularly collect.

### **FERPA Issues**

Georgia discussed the increasing need for FERPA awareness. She gave the website for the council to review. There is a tutorial available to take online that clears up important issues that are not necessarily completely understood. There is also a FERPA primer available from Legal for those who are interested. Georgia suggested working on a common privacy policy for the Research departments.

### **ASSIST**

There was a change in policy last week as to who will be included in the cohort. Tracy explained that a student must take at least one credit. They will be in the cohort of the academic year in which they took their first credit (Fall, Spring, Sum I, Sum II). For instance, if the student enters the ASSIST program in Summer 2 '03-'04, but their first credit isn't until Fall '04-'05, then they will be in the '04-'05 Academic Year cohort.

Linda wondered if the cohorts should have common names if they exist between colleges. John Snelling said he was told that there are 4 character codes assigned to cohorts in NSS. There was

discussion about aligning ASSIST to the NSS 4 character system. John agreed to check on the codes and report back. In the meantime, send cohorts to district with a description and the district will determine the overlap.

### **NonCredit**

There will be a group meeting on a weekly basis for NSS to be sure noncredit needs are met. There will be a cube with noncredit information; however, they are not migrating history of non-credit. It will only be from this point forward. We will also need to distinguish between vocational and avocational.

### **Dual Enrollment Audit**

Donna discussed the dual enrollment audits which are still continuing for last year. The auditor has a list of things they will be requesting from now on.

Mary brought to our attention that the auditors may be stepping a little over their boundaries in requesting some of this information. Georgia noted that Anna Solley and Debbie Thompson have been alerted to the new requests.

Rene said that legislature wants to cut funding in half for Dual Enrollment. They want to know the direct costs. Reporting costs are to be included.

### **NCA Operational Indicators**

Donna spoke about Operational indicators for the NCA. She has been working on a document with line #'s for the IPEDS. Donna spoke with Lady Brabnam and reported that we will use the most recent IPEDS Reports to complete the NCA Indicators. Because the deadline is now the middle of May, we will be able to using Spring IPEDS. Pam Ansbury and Suzanne Bartlett are working on the finance data that will be needed for the Indicators.

### **Kansas Indicators - NCCBP**

The cost will be \$1000/yr (per institution) to continue in the program. This year will be free for helping develop it. Several colleges noted that \$1000 will be limit participants. Georgia is checking into a possible reduced rate since we have so many colleges.

Kansas will be sending back a new report in response to the edited data that was sent back. Also, there will be changes to this year's indicators. We might want to redo last year's data with the new changes for our own use.

### **GAO**

No one has looked at the new GAO report besides Nancy Osborne. Nancy mentioned that GCC may participate.

### **Updates/Other**

Tracy spoke about the FTP setup. ITS will help us get set up. It is not to be used for permanent storage. They need a list of people who will require access to the FTP server. Not necessarily everyone in IRDW will need access to FTP. Accounts will be maintained by ITS.

ITS is also setting up a research share on the File1 server. This is where we will be permanently storing files.

**Next Meeting** -April 21, 2004