

**IR Council Meeting**  
**Wednesday, August 18, 2004**

**Members Present:**

Matt Ashcraft (MC), Jan Binder (SC), Mary Day (CG), Georgia Gudykunst (DO), Linda Hawbaker (DO), Ajit Kelkar (DO), Paul Marsh (PV), Suzanne Martin (DO-HCIES), Tracy Salter (DO), Sue Starrfield (SM), Donna Silber (DO), John Snelling (EM), David Sweeley (RIO), Crystal Theaker (CG), Genevieve Winters (RIO), Nancy Osborne (DO - recording).

**Meeting Convened – 9:00 a.m.**

**Agenda Items**

**Brio Tips**

- Tracy walked through 3 queries illustrating the following tips: outer joins, ‘having’ clause, and using the ‘Instructor Sequence’ field on the Section\_Instructors table. She provided hard-copy hand-outs. Contact Nancy for a copy.
- Please e-mail Tracy with ideas for future Brio demonstrations. Volunteer to present something you’ve worked on recently that may benefit the other IR Council members, or ask Tracy to demonstrate a particular feature you want to learn to use. Recommendations made at meeting include: Decode feature, string functions, queries to determine Retention.

**Update: Research Agenda: Research Ethics/Policy**

Georgia reported that she had further discussions with Debbie Thompson regarding what should be included in the Guidelines document the IR Council was asked to draft. Georgia and Nancy will be working on a 2<sup>nd</sup> draft and will review it with Legal and the IR Council. The goal is to present a final draft to CEC in early October.

Georgia reminded the group about the Public Records Training sessions that are being sponsored by the Legal Department. Sessions are still open on September 30<sup>th</sup> at MCC and October 1<sup>st</sup> at PC. Contact Monica Castellano at 1-8882 for a reserved seat.

**Update: Trends Web Pages**

Linda distributed a handout with showing the current Trends homepage and one that she is proposing. Some users have had difficulty understanding how to navigate the existing page.

- **Primary Changes:**
  - **Change in Terminology** – Some users did not know the difference between ‘Click to view data’ and ‘Click to Download data’. Linda proposes changing the terminology to ‘Click to view: Web Reports’ and ‘Click to download: Excel File’.
  - **Navigation Instructions** – She re-worded the instructions so they would be clearer.

- **Comments:**

- Crystal mentioned that the page is easier to navigate in Internet Explorer (IE) than in Netscape. She recommended we include a line of text on the home page advising users to use IE to use the page.
- Mary advised that users may have difficulty knowing which ‘Snapshot’ to select, since there is no way of knowing which variables are included in the 45<sup>th</sup> day snapshot vs. the end of term snapshot. May want to think more about how to make this simpler and more understandable to users who don’t often work with data and/or technology.

### **Environmental Scans (Categories/Plans)**

Nancy reviewed her plan to produce an Environmental Scans 2004 book using a similar format to the Environmental Scans 2003 book that the District Office produced last year (handout). She plans to have this done in early September. The IR Council was asked to provide input on additional components they would like to see as part of the Environmental Scans that the district does.

- Sue said that including information about our future students is important, so colleges can plan for that [pipeline related information]. She recommended that we move towards being able to provide this type of information in a variety of ways including maps.
- Jan asked that workforce trend information be included including what new companies/industries are coming in and where they are locating.

After the Environmental Scans 2004 book is complete, Nancy hopes to work on creating a searchable interface for district and college planners to use. This would have trend articles and information categorized several ways and searchable by key words and categories.

### **DSS**

- DSS training for Beta Testers is starting soon. It is expected that training will be on-going during the next year as more beta users come on-line. Perhaps it would be valuable to publicize the college’s training schedules in one place so new users can attend at other colleges in order to get their DSS access as soon as possible? This will be left to Training Services to do if they so desire. Laura Stock is the District Technology Training Services staff member who is leading the development and implementation of the training. She has offered to support the college training teams if they request it. Contact her to discuss.
- Linda mentioned that the team got approval for an OYO position to work on DSS and IRIS.
- Jan walked the group through the proposed process for acquiring DSS access (handout).
- The group reviewed the draft ‘Request Access for DSS’ form (handout).
  - College administrator approval will be required for DSS access.
  - Institutional Research Director will approve class-level access.
  - Tracy recommended adding ‘Yes’ and ‘No’ checkboxes for the class level data flags to reduce the risk of someone marking the single box after a supervisor had signed the form.
  - User must complete DSS training before being given access.
  - NOTE – forms will be filed in the IR Offices at each campus.

- Linda asked that all IR Council members review the DSS Data Definitions (handout) and provide comments to her as soon as possible.
- DSS will be in Beta test mode until the implementation of the new SIS system (expected Spring Break 2005).
- Crystal Reports - Sue mentioned that she had been to Crystal Reports training and had found it more useful than the training that many of the IR Council members attended last year. It is not expected that Crystal Reports will replace BRIO, but researchers may find that some reports can be produced in Crystal Reports. Each college will get two report developer licenses of Crystal Reports as part of the new SIS costs, additional licenses will cost the college approximately \$500 each.

## **IRDW**

Linda provided the following updates related to the IRDW migration:

- A new production server has been purchased and is being prepared.
- Ron Bleed is picking up the hardware costs of IRIS as part of the new SIS budget.
- The team is verifying the ODS → RDS mappings to verify the data migration plan.

## **Sharing of Tips, Lessons Learned, Other**

Tracy informed the researchers that the Assist data model had changed slightly.

- Uv\_Arizona\_Unitid field name changed to Arizona\_Unitid.
- When you open old queries that have the Code\_Uv\_Arizona\_Unitid table in it, you'll get a message indicating that you have an "invalid column name in table" and need to Synch the database. She provided a handout w/ details about how to do this.
- She has recreated all the primary Assist queries (IR\_enrollment, etc.) and has saved them in the ieexternal\$/ir council/assist queries.
- The Degrees query for 03-04 will be understated until October 2004, when all colleges should have submitted their data.

## **Non Credit – definition**

- Mary initiated a discussion about the Fiscal Year 2003-04 Unduplicated Headcount data that the colleges recently submitted to the District Office in order to clarify some issues.
  - Currently colleges use the NC 500 course definitions creatively (often used for fee assessment, etc.). These should be excluded from the Non-credit figures submitted on the report.
  - The report should list unduplicated headcounts by Fiscal Year, not by term and summed.
  - The report should list unduplicated headcounts, not enrollments.
  - The report should be unduplicated within each category (Vocational, Avocational), but if a student took both types of non-credit over the course of the fiscal year, they will be counted in each category.
  - Vocational courses are those linked to job development. Avocational are personal interest classes. Each college identifies which NC 500 courses should be in each

category. At some colleges, the Division assigned to the course may provide some guidance. Contact the appropriate college administrator if there are questions about which category a course falls into. Importing a spreadsheet into Brio with a list of all non-credit courses offered during the Fiscal Year and the assigned code (and joining to IRDW) is one method of getting the unduplicated headcount by category.

- Linda mentioned that non-credit classes are not converting into new SIS, so there may be issues in figuring FY non-credit vocational and avocational headcount for 04-05. Some of the enrollments will be in the old system, and some in the new system.

## **Organizations/ Conferences**

- **NCCCRP** - The National Community College Council for Research and Planning (NCCCRP) is the only national organization that exists exclusively to serve institutional research and planning professionals in 2-year, postsecondary educational institutions and other persons with a special interest in community college research. NCCCRP is nationally recognized as an official council of the American Association of Community Colleges (AACC). Likewise, NCCCRP is an affiliated group of the Association for Institutional Research (AIR). NCCCRP members conduct sessions at the AACC annual conference and the annual AIR Forum. Georgia Gudykust is a current regional director of this organization and encourages all the IR Council members to show their support by joining the organization. She provided the membership form as a handout. See <http://www.ncccrp.org/> for more information.
- **RMAIR** – Rocky Mountain AIR is the AIR affiliate for our region. Membership dues are only \$14 annually, or they are included in the Fall conference fee. This year's conference is in Coeur d'Alene, ID October 27-29, 2004. See <http://departments.weber.edu/ir/rmair/main.htm> for more information.
- **AZ AIR** – Maricopa and ASU East are co-hosting next year's conference.
- **2005 AIR Annual Forum** – May 29 – June 1<sup>st</sup>, 2005, San Diego, CA  
Jan Binder provided handouts about next year's AIR conference and encouraged all who are considering attending to submit their professional growth application a.s.a.p. Your college committee should accept a printout of the conference homepage (go to [www.airweb.org](http://www.airweb.org)) as documentation of the conference. Estimate costs that aren't yet published, and note that final estimates will be submitted as soon as they are known.
  - Sue volunteered to help with the proposal writing for anyone or any group who wants to submit to present this year.
  - Mary recommended that people volunteer to 'read' and 'rate' the proposals. She found this very worthwhile and fun last year. It is all on-line, and she was asked to review approximately 15 proposals.
- **Web Surveys On-line Conference** – Sharon Blanton, Sr. Assoc. Dean of Technology Services at Scottsdale Community College in investigating becoming a download site for the *Defining, Designing & Implementing Effective Web Surveys* if there is enough interest to warrant the cost of the program. Nancy asked for a show of hands of who would attend the program, and she will follow up with Sharon. The following people expressed interest: Suzanne Martin (DO), John Snelling (EM), Crystal Theaker (CG), Jeff Simonson (SM), Nancy Osborne (DO), and Genevieve Winters (RIO – Maybe). Please

follow up with Nancy a.s.a.p. if you are interested in attending the September 13<sup>th</sup> and 15<sup>th</sup> event (1 – 3pm each day).

**Other Items / Announcements**

- Emily Lander, Research Assistant at P.C. has accepted a position at University of Phoenix. We all wish Emily the best!
- Christina Santa Cruz, Research Specialist at Rio has had a baby girl – Alicia Rose. Congratulations!

**To Discuss at Future Meeting**

- Identifying Services/Projects in Support of Strategic Planning
- ArcGIS Mapping Work Group (Request/Priorities/Issues)
- Indicators Matrix: Core Indicators to Standardize on Web
- Board Indicators/ Board Report

**Meeting Adjourned – 11:45 p.m.**

**Next Meeting – September 15<sup>th</sup>, 2004 1:30 p.m.**