

**IR Council Meeting**  
**Wednesday, October 20, 2004**

**Members Present:**

Matt Ashcraft (GC), Jan Binder (SC), Georgia Gudykunst (DO), Linda Hawbaker (DO), Linda Hughes (SC), Damita Kaloostian (PC), Ajit Kelkar (DO), Paul Marsh (PV), Suzanne Martin (DO-HCIES), Tracy Salter (DO), Jeff Simonson (SM), Sue Starrfield (SM), Donna Silber (DO), John Snelling (EM), David Sweeley (RIO), Crystal Theaker (CG), René Willekens (EM), Genevieve Winters (RIO), Nancy Osborne (DO - recording).

**Meeting Convened – 9:00 a.m.**

**Agenda Items**

**Brio Tips** [handout]

-Tracy Salter

Tracy demonstrated: a) the screen of DEATH (in honor of Halloween) – occurs when a field that contains null values is used in top or side labels in Brio pivots – there is no escape from the screen of DEATH, you must close out of Brio and lose all changes you have made since the last time you saved  
b) Erroneous totals – caused by null values in items being distinctly counted. A count distinct on 10 null values will return 1. You can find Tracy’s handout on the ieexternal\$ server - X:\IR Council\Brio Training\IRDW\Count Distinct\CountDistinct Issues in Pivots.doc.

**IPEDS/Peer Analysis, Comparative Reports** [handouts]

-Donna Silber

Donna distributed several reports for each college: IPEDS (from Peer Analysis), Under 18 Report, Dual Enrollment Report.

NCES is considering changing the data submission process for IPEDS. There will be a series of meetings over the next several months to discuss. One possibility might be that student-level data is submitted instead of summarized data.

**Postsecondary Education Opportunity (Follow-Up)**

-Donna Silber

Donna spoke with Tom Mortenson, Policy Analyst for Postsecondary Education Opportunity, and he let her know that he will be publishing three studies dealing with the following issues: under-representation of students from low socio-economic status in higher education, under-representation of males in higher education, and under-representation related to PELL grants/federal funding. He indicated that one goal of these studies is to ‘stir up the pot’, and to get policy and decision-makers talking about the issues. The recently released report that graded institutions based on factors related to ethnic minority participation is one such report. Keep an eye out for these other reports, as the college presidents will be sensitive to any institutional-level ‘grades’ that may be part of these reports.

## **Public Records Training (Follow-Up)**

-Georgia Gudykunst

Those who attended the Public Records training put on by the MCCD Legal office recommended it to others. Georgia initiated a discussion about issues relating to student records and data security. The following comments were made as part of this discussion:

- Recommend taking extra precautions to keep student data secure: lock or shut-down desktop computer when away from desk; don't include SIDs in e-mails; if must pass confidential data through e-mail, include note 'Information in this e-mail may be confidential, please dispose of by shredding' as a reminder to the receiver.
- Laptops are a risk – if you have saved queries or spreadsheets that contain student data on your laptop and it is stolen, you may be required to contact each person who's been put at risk.
- Question – Can the District Office release student directory information to external groups without the authorization of the college A&R department?
- In DSS, NSS, IRIS data will be more easily available – if a public records request is received for information held in one of these systems, it likely will be provided to the requestor (except student-identifiable information).
- E-mail – The District Memo team archives e-mails for one year. A public records request recently came in for 60 Maricopa employees' e-mails (looking for Bond communication using district e-mail servers).
- The IR Council should revisit the scenarios developed as part of the 'Research Guidelines', and possibly use these as talking points if Teresa Toney can come to a future IR Council meeting.

## **Environmental Scanning**

-Nancy Osborne

Nancy reviewed the status of the 2004 Environmental Scan Summary. It will be used at the October Strategic Planning Advisory Council (SPAC) to discuss implications, then will be distributed to CEC.

## **DSS Training [handouts]**

-Linda Hawbaker

Linda distributed a list of Beta Users who have not yet attended DSS Training. She asked the IR Council to facilitate getting their people signed up for the remaining training dates on Monday, November 8<sup>th</sup> 1:00 – 4:00 p.m. and Wednesday, November 10<sup>th</sup> 9:00 – 12:00 p.m.

Other DSS comments:

- Some issues with DSS sign-ons – users including spaces or using 'O' instead of '0' in username or password.
- There are now some generic reports on DSS (see 'Free Form' folder in DSS).
- Timeline – DSS will be considered 'Pre-production' until the new SIS goes into production (expected in Spring 2005). However, Spring 2005 weekly loads will start 10 weeks before the start of the term, so Beta Users can begin using data.
- Data access – All DSS users will sign and submit the data access form. These forms should be stored in each college's IR Office. Linda distributed the forms that were completed and signed during the DSS training to the appropriate IR Directors.

## **VPN Access [handout]**

-Linda Hawbaker

Using a Virtual Private Network to access IRDW data is a more secure transmission method, even when accessing IRDW at your desktop. It is not currently required to use VPN, but in the future (after all the bugs are worked out) we may want to consider requiring all IRDW users to access IRDW through a VPN. To get VPN information go to <http://guardian.maricopa.edu/>

IR staff at Estrella Mountain agreed to get VPN accounts and test IRDW access using VPN.

## **IRDW / IRIS [handout]**

-Linda Hawbaker

Due to the change in the new SIS implementation date, most year-end reports for FY 2004-05 can be run off of the current IRDW.

Linda handed out notes from a meeting with ITS regarding migration to IRIS. Please review those notes for items discussed.

## **ODS [handout]**

-Linda Hawbaker

The Operational Data Store (ODS) is a repository for SIS data that is updated nightly. It is the source data for the new SIS conversion. It has a similar file structure to SIS, though the data is in relational database tables. ITS asked Linda to find out if the IR Council needs to have access to ODS data. The IR Council felt that the value received from access to this data would not be worth the learning curve (learning the data structure, data values, etc.), especially given the short timeframe that the data will be accessible (following new SIS implementation, the Relational Data Store (RDS) will be the repository for SIS data).

## **ACE Project**

-Linda Hawbaker

Linda met with the ACE Program Managers and reviewed the Completion/Persistence reports. A concern was raised because the reports (i.e., the SIS data) did not accurately reflect high school graduation rates. For example, the director at one college manually tracks high school graduation rates, and he knows that they are in the 90% range for his students. However, the data in SIS shows graduation rates in the 60% range. The ACE Program Managers agreed that cleaning up the SIS data is important so they can report accurate information. Linda provided reports that will help them verify and clean up data. They may track this manually in Excel or a databases until after new SIS goes live and then make the changes there.

## **NCCBP**

NCCPB recently sent participating colleges their result reports including peer comparison data.

- Matt Ashcraft asked if other colleges had classified themselves as part of a multi-college district or a single campus? GCC reported multi-college district, but single campus is what was returned on their report. This group will follow up.

## **Indicator Report 2004**

-Georgia Gudykunst

Georgia informed the group that what has previously been known as the Governing Board Monitoring Report is now called the Indicator Report. We are hoping to move next year to more of a dashboard/balanced scorecard approach. There will be a presentation on the Balanced Scorecard approach on

November 22 at 2:00 p.m. in the Rio Conference Center. Contact Lynda Helminski (1-8621) to R.S.V.P.

The Governing Board Retreat will be Wednesday, Nov. 10<sup>th</sup>. Student Outcomes and Indicators will be discussed at the retreat.

### **ASSIST Disclosure Form**

-Georgia Gudykunst

Georgia updated the group that the revised disclosure form allowing all MCCD colleges to have access to all MCCD ASSIST data (instead of just their own college) is currently in review by legal and will be presented at the November 5<sup>th</sup> ASSIST Steering Committee Meeting.

### **CCSSE**

- René Willekens

René mentioned that he made a presentation to the Deans of Students about how EMCC has used CSSEE results for process and other improvements. He may have garnered more support for doing CCSSE. The Deans of Students are interested in developing a list of supplemental questions to be added to CCSSE. However, since five colleges did not agree to participate, MCCCCD does not have the option of adding supplemental questions.

Other comments by IR Council members about CCSSE:

- Estimate that it takes about 60 person-hours of IR staff time to implement CCSSE.
- EMCC used the faculty to proctor the assessment – won't do this again because inconsistent instructions given.

### **Other Items / Announcements**

- Jan Binder requested that the District Office add a project to their to-do list: Load 1990, 1995, and 2000 Census data (by zip and block) to an IRDW table for easy access by colleges. This would be a continuation of a project done by Nancy Osborne several years ago.

**Meeting Adjourned – 11:30 p.m.**

**Next Meeting – November 17<sup>th</sup>, 2004 Brio Training at 9:00 a.m., Meeting starts at 9:30 a.m.**