

## **IR Council Meeting**

**Wednesday, November 17, 2004**

### **Members Present:**

Matt Ashcraft (GC), Jan Binder (PC), Georgia Gudykunst (DO), Linda Hawbaker (DO), Linda Hughes (SC), Damita Kaloostian (PC), Ajit Kelkar (DO), Paul Marsh (PV), Tracy Salter (DO), Christina Santacruz (Rio), Donna Silber (DO), Jeff Simonson (SM), John Snelling (EM), Susan Starrfield (SM), Crystal Theaker (CG), René Willekens (EM), Nancy Osborne (DO) & Patience Akpan-Obong (DO), recording.

**Meeting convened at 9:05 a.m.**

### **Agenda Items**

#### **Brio Tips** (handout)

-- Tracy Salter

Tracy spoke on the creation and usage of local tables, ColMax function to find highest value in a column of data, and using “\*1” in computed items to convert text data types to numeric. Topic query will be made available on iexternal\$\IR Council\Brio Training\IRDW.

\* Two quick tips:

- a) You multiply a number in a column defined as text by 1 to change its definition to numeric.
- b) You use single quotes around a number to get it converted to text.

#### **DSS Training** (handouts)

-- Laura Stock, District Technology Training Services

Laura presented an update on the process of moving to the new Decisions Support System (DSS) in July. Initial contact has been made between TTS trainers on the different colleges with IR people. She encouraged IR Council members who have been contacted by trainers on their campuses to link up with them. Two areas of concern:

There is a consensus not to publicize DSS training in order not to attract people who won't have access to DSS. For this reason, there is a reluctance to put the training schedule on TTS's website. The inability to publicize through usual channels of communication makes it difficult to reach the targeted audience.

Since the training won't be publicized on the TTS website, they won't be able to do centralized registration as they normally would. Yet it important that those attending the training register to avoid having too many people show up. There are only 25 computer accounts set up for DSS training at each campus on the scheduled days.

Laura asked IR Council to discuss both the DSS training publicity and registration process with their campus trainers. Some colleges do not have a DSS trainer due to staffing shortages. In this case, the IR staff will need to take the lead.

Linda Hawbaker suggested that specific distribution lists on the Maricopa directory could be used to put out information about the training schedule and other DSS-related matters. Another suggestion was that TTS at the District take registration for the training on behalf of the colleges that didn't have campus registration processes. Laura said she doesn't do registration and would ask Cindy Burns in her department if this might be a solution. Paul Marsh asked if it was possible to do the training later in the Spring. Linda said the idea was to get the training completed before the system goes "live" in July.

Training dates have been scheduled for some colleges as follows:

- CG – Feb. 16, 1-4 p.m.
- GC – March 4, 9 a.m. to noon
- EM – March 9, 2-5 p.m.
- SM – March 11 or 25, 9 a.m. to noon
- PC – March 30, 1:30-4:30 p.m.

Linda (with handout) spoke further about the DSS, the training schedule and the preproduction period leading up to the system going live in July. There are three steps in the initial training rollout:

1. Communicate what DSS is about to the targeted audience.
2. Announce training dates for the campuses
3. Conduct introductory training on the campuses

A short PowerPoint presentation is available for viewing on the DSS website. There are some sample DSS reports for demo, all located at:  
[http://www.dist.maricopa.edu/its/dss/MCCD%20DSS%20Overview files/v3 document.htm](http://www.dist.maricopa.edu/its/dss/MCCD%20DSS%20Overview%20files/v3document.htm)

There are instructions on the DSS website on looking up one's Enterprise ID and logging in to DSS. Password is the same as the Memo password.

The following people will act as DSS contact persons at the different colleges:

<u>Contact</u>	<u>Location</u>
Crystal Theaker (Mary Day)	CG
Linda Hawbaker	DO
René Willekens	EM
Matt Ashcraft	GC
Sue Kater	GW
Beth Larson	MC

Jan Binder	PC
Paul Marsh	PV
Genevieve Winters	Rio
Marina Gorton	SC
Sue Starrfield	SM

**Public Records/Follow Up** (handouts)

-- Teresa Toney from the District Legal Department (handout)

Teresa spoke on the general process of obtaining records and specifically on some of the recent changes to the process. There is now a formal public record request form and it is available online. It formalizes the process by creating a paper trail. Also, it empowers employees when they can refer requestors to the document online. Generally, employees should refer requests from the media to their college public relations department and other requests, for example for e-mail communication, to their administrative dean. A&R departments in each college should be involved with requests for records relating to student data.

Also new is the assessment of fees – 25c a page – for every report printed for a requestor. If a document does not exist, an employee is under no obligation to create it. But if s/he does, additional fees may be charged depending on the time and materials that the creation of the documents involved. This is at the discretion of the individual department. The decision to create or not create a document for requestors must follow clearly defined criteria. The same standards need to apply equally to all requestors. Teresa stressed that we should not charge for *gathering* the materials but for the *time* it takes to get the information and the *cost of the materials* used.

There is no cost to someone who just wants to “look” at certain information. The Legal Department has created a space where requestors of information can sit down and look at information in the presence of a legal staff. If the requestor then wants to make copies, there is a charge. The deans of administration can handle requests for public records at their respective colleges.

Because of FERPA (handout, and also available online), there are some information that cannot be disclosed. These include students’ ID, SSN and medical information. Phone and e-mail communication and minutes of meetings are some of those records that can be disclosed. Names, titles, salaries, past and present employment history of employees are public records that can also be disclosed.

The legal department is getting more and more requests for phone and e-mail records. Employees should routinely go through their e-mails and delete what is not essential. What is considered essential depends on the nature of each department’s assignment. A conference is coming up on April 22, 2005 from 8:00 a.m. to 11:30 a.m. at Rio Salado College on the topic of record retention.

### **IPEDS/Postsecondary Ed Opportunity** (handouts)

-- Donna Silber

Donna gave updates on IPEDS and distributed a packet of reports to each college: IPEDS completions survey, institutional characteristics, a newsletter from AIR and some reports/articles on male enrollment and gender disparities in Arizona postsecondary institutions in Arizona classrooms. The gender-related materials are the third in a series of studies developed by the Mortensen Research Seminar on Public Policy Analysis of Opportunity for Postsecondary Education.

Donna also talked about the proposed changes in IPEDS collection of student-related data. The new system will incorporate individual student records. Paul Marsh asked what the rationale was for using individual student records in IPEDS reports. He wondered what would happen if IPEDS asked for something that the colleges have no records of. Donna said she didn't know but that she would report back to the Council after participating in one of the technical review panel meetings that HigherEd.org is holding on behalf of the NCES on the subject. Georgia pointed the group to a website that has been set up for feedback on the proposed changes. <http://www.nces.ed.gov/ipeds>

### **Indicator/Balanced Scorecard** (handout)

-- Georgia Gudykunst

Georgia asked members to look at the Indicator report when they have a chance and send their feedback and/or suggestions. This will be helpful in preparing next year's report, which she said will be different but hopefully as focused as this year's is. We expect to include the national community colleges benchmark project indicators.

She encouraged everyone to attend the balanced scorecard presentation on Nov. 22 at Rio Salado College at 2 p.m. Please RSVP to Lynda Helminski.

### **ASSIST** (handout)

-- Georgia Gudykunst

Georgia gave an update on the ASSIST Steering Team. She handed out the agreement form that each college needs to sign to have full access to records about other MCCD colleges' student transfer data. The District Office has this access but at the moment each college can only access information about its own students' transfer records. The agreement should be signed and returned to Georgia at the District Office, attention: Patience Akpan-Obong. Signed original copies of the agreement will then be forwarded to the ASSIST Steering Team for processing.

One of the things that ASSIST users propose is to provide Maricopa 45<sup>th</sup> day (Fall and Spring) mapped to ASU's 21<sup>st</sup> day census. The idea is to get current enrollment of MCCD students at the three state universities (ASU, NAU and UA) without waiting a

year. If we move forward with adding a 45<sup>th</sup> day snapshot to ASSIST the question then would be how to determine what would be included so as to have a common data set. The logistics will evolve, probably not early enough for Spring. Maricopa submits data promptly, but other community colleges do not always send their data early enough. Feedback on a limited set of values to include in MCCD's file (to ASSIST) should be sent to Georgia. Then the steering team will review for common items from the Arizona community colleges.

#### **2040 (handouts)**

-- Nancy Osborne

Nancy provided an update on the 2040 Report for 2004, as well as instructions on how to access each college's database. These instructions are also available in the 2040 folder available on the X: drive. She and A&R directors are the contacts for questions concerning 2040.

#### **Community Education Request**

-- Georgia Gudykunst

Georgia clarified the request that came in from the Community Education group a couple of months ago. All the group needs is the total duplicated enrollment for non-credit courses in FY 2003-4 (vocational and avocational courses). Use the same criteria for generating FY 2003-4 non-credit (avocational and unduplicated headcount) but put duplicated enrollment instead. The total number should be sent to Nancy Osborne via e-mail and she will compile the data to give to Community Education.

#### **AZAIR Conference, Update**

-- Georgia Gudykunst

The conference will be held on April 7-8, 2005 at ASU East. This year's theme is "Mission: Improve Higher Education." The keynote speaker is David Berliner, Regents Professor of Educational Leadership and Policy Studies, ASU Tempe. The featured speaker is Mary Jo Waits, director for Arizona University System Redesign Project, ABOR. Members were asked to consider inviting other people from their colleges to attend the conference. A tentative agenda can be found at: [www.azair.org/agenda.htm](http://www.azair.org/agenda.htm)

#### **Other Reports/Updates (handout)**

-- Linda Hawbaker

Linda updated the group on some issues related to the new SIS implementation and migration:

\*Non-credit courses will be marked as vocational or avocational in the system.

\* Only the student's first and most recent goal will be converted into the new SIS. However, all historic goals will be converted from IRDW to IRIS, so the limited migration should not impact the data warehouse at all.

\* There is an on-going discussion related to what fields should be included in the Bio-Demo data that is shared across colleges (i.e, only one row per student). "How did you hear about us?" will be college-specific, but should the "primary reason for attending college" be shared as part of the Bio-Demo? Or, does it need to be college-specific? Feedback on these issues should be sent to Linda Hawbaker.

-- Tracy Salter

Tracy is working on getting SPSS ver. 13.0 up on the network. She is checking the license now which may allow for three concurrent users. Version 13.0 will be in a separate folder from the current Version 11.5 and the two will run simultaneously for about six months and then everyone will have to move over to 13.0. John Snelling volunteered to work with Tracy to test setup from the colleges.

-- John Snelling

John offered to host the December meeting of IR Council at his house. Georgia will follow up with John on time/logistics.

-- René Willekens

René proposed holding next year's IR Council Retreat at his new cabin. Potential dates for the retreat are July 14 or July 21, 2005.

-- Linda Hughes

SCC has changed its Summer II session start and end dates. The new dates are July 11 to August 11, 2005.