



## **IR Council Meeting**

March 22, 2006 at the Phoenix College

**Attendance:** Beth Hunt-Larson, Jan Binder, Linda Hughes, Linda Hawbaker, Tracy Salter, Damita Kaloostian, Jeff Simonson, Crystal Theaker, Christina Santacruz, Genevieve Winters, Rene Willekens, Amber Daines, John Snelling, Brandon Mesanko, Cathy Hernandez, Mary Day, Georgia Gudykunst, Paul Marsh.

### **Excel Tips.**

Jeff Simonson provided a great demo of dynamic Excel tables (graphs). Jeff copies/pastes data out of Hyperion pivot table and then puts into pivot excel, which enables him to graph the data very quickly/easily. Jeff pointed that this technique allows him to quickly show graphed data for the audience and even drill down very quickly into the data. He emphasized the importance of knowing your audience, and to whom such detailed presentations would be of great interest.

### **Brio Tips.**

Tracy distributed several handouts – giving tips on show values and using Students table to determine who withdrew from all credit courses. When you use Show Values, Hyperion takes into account any limits you have already set when determining the list of values to show you. If you want to see all possible values in your list, then do not set any other limits. You can use show values whenever setting a limit (in the Results and Query sections). Do not use Show Values in the Query section without careful consideration of how many records are being looked at.

In the Students table, use Term\_Attempted\_Hours and Term\_Attempted\_Actual to determine enrollment status in credit classes. For example, find students who withdrew from all credit courses by limiting Term\_Attempted\_Actual = 0 and Term\_Attempted\_Hours > 0. Example is at X:\IR Council\Brio training\IR Council meetings\enrollment status folder.

### **Division Codes.**

Tracy Salter reported that we are finding that a number of courses – in Fall 2005 and after – which are listed in multiple divisions. (handout) Also, there are a number of distinct divisions by prefix. We will lose history in the conversion to NSS, but we will maintain the history in IRDW. Also, there is information on what the conversion would look like if: going with current labeling or to taking the information from curriculum. Course level is lowest level ITS can go. It would be difficult to split out courses that are listed in multiple divisions.

**RFP.** Matt had pointed out an update in the RFP in terms of the 90-10. The recent update is open to inconsistent interpretation (ex. 15 load hrs. vs. 30 like last year). Georgia will inform the FEC (president) and ask for clarification as to their intent.

### **IRB.**

Georgia asked the IR reviewed the FEC sponsored IRB draft, which has become about 5 or 6 disparate groups combined into one FEC sponsored committee working on drafting an institutional review board, focused on a policy around minimizing human subjects risk, protecting the Maricopa colleges system, and yet encouraging research by faculty and staff. The

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group pointed out the following: Are we focusing more on the IRB/legal perspective or the realities for colleges? Most of our IR work is on educational processes and exempt (non human subject's research); do we need a review of educational processes through an IRB? Georgia suggested that the group include broader representation – Legal (Maggie/Pete), Teresa as liaison to committee, possibly Grant Office. There is an urgency that is emerging very quickly from the federal area -- federal grant applications -- and a statement from federal sources urging each institution develop its own IRB. It is unclear at this time, whether they are asking each institution to start to put a system into place, or having a process (ex. contracting with outside IRB). Setting up IRB of any magnitude quickly becomes a very costly item to follow the federal regulations on IRB's, and it adds another layer that may impact timeliness of project approval. Georgia pointed out that there seems to be 3 broad areas of need: exempt – kind of work that IR/administration are doing (surveys such as CCSSE, use of college services, climate, aggregated reports, etc.), grants applications which tend to have very quick turnaround times, and research involving human subjects. Georgia will share the IR comments with the FEC committee.

### **ACE.**

Linda will be documenting and placing queries on the server. Tracy is in the process of submitting data to Assist – including course data. We want to get ACE data not only collected, but pulled in so that we could use “groups” in NSS. We have 4 years of ACE data to be corrected and to be pulled in.

### **Beyond Boundaries Update.**

The IE Office staff reported that we now have a short list of @ 14 strategies for the BB group to review. Each strategy has short term actions and long term actions proposed. We will be asking the BB group to vote on each action (a total of @90) on impact on Maricopa and feasibility of implementation. These results then will be forwarded to CEC for their review/action.

### **Dual Enrollment.**

Tracy will send notes to A/R to “birddog” that grades be turned in immediately with the completion of spring semester. The ACCA has moved up the deadline on reports to be submitted to the legislature this fall. Basically all deadlines have been moved up rough one month earlier (ex. Dual reporting is due to ACCA on Aug. 1 this year, in contrast to Sept. 1 in prior years.)

### **IR College Chair.**

Mary Day indicated that she has not been able to be an active College Chair for the IR Council, and has indicated she is stepping down. The group thanked her sharing her expertise and skills. They then volunteered Rene and Matt as candidates. Rene then volunteered beginning with the April meeting, and stated that he would recruit Matt into helping. Rene' suggested a 6 month “term of office” so that no one would be held to a long term commitment, given everyone's schedule. Georgia and the IE Office would serve as staff support, should the chair wish help.

**Next Meeting.** April 19<sup>th</sup>, 9:00 a.m., Maricopa Room, DO