



IR Council Meeting

September 20, 2006 9:00 a.m. to 12:00 p.m.

District Office, Maricopa Room

Members Present

Nancy Osborne, Tracy Salter, Linda Hughes, Linda Hawbaker, Jeff Simonson, Beth Hunt-Larson, Dan Huston, Damita Kaloostian, Christina Santacruz, Rene Willekens, Suzanne Martin, Paul Marsh, Georgia Gudykunst, Laurie Cohen, Jim Waugh, Cathy Hernandez, Christy Hoedel, Mary Day, John Snelling, David Sweeley.

1. CCSSE and benchmark project – (does this relate to the \$100,000??)
 - Rene - Everyone responded to matrix with what their cycle is for administering CCSSE
 - PVCC and SCC indicated that they would change their cycle if District was going to pay for it
 - Rene asked – could colleges choose whether they wanted Noel-Levitz or CCSSE and still be funded? Georgia – If there were common questions that could be on both, then “they” would be more agreeable to it, because the purpose is to get common metrics about students
 - Colleges need to get on same schedule at some point – do one or other in? 2006-07, then get on same schedule
 - Isn’t there value to having custom questions? Bringing in a common set of questions makes it a new project for all colleges to participate in; NL can add some custom questions; need to ask CCSSE if it is possible
 - Some of the issues that colleges initially took regarding restrictions on how the sample is drawn have been resolved. Colleges have more control over types of courses that should not be included (ex. ESL)
 - Mary - Would 2008 be a good year to get everyone on same cycle?
 - CCSSE Cost - \$_____ Cost sharing between college and district. Perhaps district could cover 60% of cost (verify this with Georgia). Maricopa can pursue cost reduction because of the number of colleges that would be participating (even if all colleges aren’t administering in same year)
 - Need to identify a committee to work on common questions – EMCC, CGCC, SMCC, PVCC (these are the colleges that are administering sooner). MCC may also want to provide input. 20 questions can be developed

2. 5-yr Comparison of Enrollment
 - Last year MCC developed a 1 page summary enrollment comparison and CEC requested that all colleges develop something similar
 - This year they want to have it updated after Fall 2006 45th day (5 yr comparison)
 - October 23rd – “they” (CEC) would like to preview what was put together
 - Jan recommended having common format – use Mesa’s as model

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- Rene agreed with commonality, but said there needs to be flexibility if there are specific enrollment effects that are specific to your campus. Jan recommended that bullets be used to focus on college-specific things.
 - Beth asked whether there is already work that has been done that could reduce the time spent on this? i.e. trends that district have already done. Jan indicated they focused on what was in the data that stood out for their college. They didn't just look at standard variables.
 - Linda mentioned maybe look at certain programs. If CIS is down at one college, is it down at all?
 - Amber – are we supposed to address headcount? FTSE? Course enrollments? Georgia – initial intent was to focus on headcount. You can supplement with other data if you choose.
 - Linda – there are variances in the data that was provided by different colleges last year. EMCC did spring and fall, others just fall, etc. This year, standards are Fall 45th day, focus on headcount, also include FTSE, but course enrollments if there are shifts, include variances by all students and new students.
 - Due date is Oct 23rd. Keep it to 1 page. Focus on where shifts have occurred.
 - District create dashboard-like matrix of enrollment things to get.
 - 45th day is should be loaded by October 4th.
3. Dual Enrollment
- Maria will want 45th day Dual Enrollment
 - Perhaps supply the dual-check reports regularly
 - Jan – Phoenix Union is changing policy to show all dual enrollment registrations in the Spring – even for year-long courses
 - SMCC Dual enrollment coordinator indicated that some teachers hold off registrations so they don't have to withdraw or fail them
 - At MCC they set up all their dual enrollment courses at OEOE because they don't get the registrations done by 45th day
4. Topics for Tom Horne – Mary asked for ethnicity by grade (elementary & secondary), official (accurate) high school graduation numbers, graduation rate, free and reduced lunches, how is the state responding to improving education, download file with dropouts would be nice to have charter school indicator, maps of attendance zones by district – keeping current on zones, how can we improve communication and sharing of data, who would respond to us at DOE (need contact person and agreement that person will work with us), have had a lot of trouble working with current contacts, want spirit of cooperation; What should we provide for them, like 2040 reports.
5. Environmental scanning –Linda mentioned SPST comments about this year's environmental scan, noticed it was collaborative and wanted to be involved and have more colleges and SPST involved next time. Questions asked by SPST include, are there different questions in this document that we could desire answers to and we could focus on together, How could individuals contribute to this document and how can we be a part of this document creation in the future, we should try to get together in the future to be.

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more involved in this project next time. Damita offered to help people setup up using web to do scanning (maybe she can do it for Oct). ACTION: Jim will get with Nancy about issues setting up space on Yahoo. Might need to look at other tools because of need to enter credit card number to establish Yahoo account.

6. Changes to SIF – Mary said many pieces of data she needs are voluntary and therefore she has a large number of missing data. Linda handed out Fall 2006 missing current intent by operator id, checking to see if web registrations were causing a problem. It looks like as many missing data are coming from operators as the web registrations. This may be more a process issues. Can some of the data be required for students to answer data like high school year, status, current intent? Maybe we can revisit this conversation with the A&R. ACTION: get with A&R and other appropriate councils to review new SIF and to look at how to improve process between now and go live.
7. Yosef Morgan – presentation titled “Maricopa’s Coming of Age in the Age of Information Standards, Expectations and Responsibilities”. Policy and regulations cover data access, management and appropriate use, Communication Assistance for Law Enforcement Act (CALEA) compliance, and messaging and communication. Issues of why now include infrastructure integrity standards, shifts in operational function (single student record), new technologies (web-portals, authentication projects), and social climate (identity theft risk). Outcomes we should expect include guidance in data use, establishment of chain of responsibility, regulating access to sensitive data, mechanisms for sharing, securing, and protecting data, define common terms, and to operationalizing the policy. Documents are in semi-final draft stage, appendices need to be drafted, and in process of gathering broader feedback. Timeline is to have governing board policy in place by end of year, and regulations by first quarter 2007. Yosef provided handouts of his PowerPoint presentation along with the draft policy and regulation documents. Some feedback received was it might be time for a Custodian of Record oversight council. Some one asked about data that can be protected data (confidential) sent via email, and Yosef replied we should not be doing that without encrypting the files. Also talked about protection of CD, drives, laptops, and these are not included in the regulations currently, but he wants to get feedback from the council. He asked the group you have confidential data on laptop, what would be impact to organization if hard drive is encrypted. Is difficult right now, may need to work with Rod Martin to set up shared groups. Also have web sites to upload and download files with authenticated access. SharePoint is a much more robust polished solution. District wants to have pilot set up by mid-spring with Keli Jones. If we are making a reasonable effort to secure data, that is the how we are evaluated. Asked about problem of zip files being restricted by email system, so that is one solution we cannot use. Yosef said this restriction will be reviewed. It was asked what is being done including with adjunct faculty, to prevent confidential data being sent via email? Maybe we should develop standard language we send with any data we disseminate.

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College updates

- Non-credit course listings, Mary asked if people aware of the electronic course descriptions, so get with your Non-credit person to see if your data are available.
- Tracy – talked about Brio tip how to check dual enrollment data. There was a document for everyone to pick up. Since 45th day is coming up, now is a great time to use the queries to check the data. If it can be done now, there will be less clean up at the end of year. Queries are on the X drive. One checks for dual course coding (missing sections or sections miscoded as dual). After these updates are made, the query for dual student can be run and check for high school year (used to calculate year in high school). ACTION: Tracy to send out reminder to run queries to clean up dual enrollment data.
- Beth said on MCC's web site there is an enrollment analysis. They looked at all western states and all the districts in Arizona, and community college enrollment is down across the state and across the west. www.mc.maricopa.edu/about/orp/planning - Understanding Enrollment and Population Trends.
- EMCC added coding to web site from free coding from Google to track web use. John will demo at next meeting. Link is www.google.com/analytics to get code to add to web site.
- Rene asked if SCUP webinar was of interested about integrating planning and assessing. ACTION: Register for it and find location at District Site License.
- SMCC's Fact Book is available on their web site.

Information Items

- Reminder of ACE Data Workshop next Wednesday in Governing Board Room from 2:00 – 4:00.

Next Meeting: Wednesday, October 18th, from 9:00 a.m. to 12:00 p.m., District Office, Maricopa Room