



IR Council Meeting

October 18, 2006 9:00 a.m. to 12:00 p.m.

District Office, Maricopa Room

Members Present

Nancy Osborne, Tracy Salter, Linda Hughes, Linda Hawbaker, Beth Hunt-Larson, Damita Kaloostian, Christina Santacruz, Dan Huston, Keith Cantor, René Willekens, Paul Marsh, Georgia Gudykunst, Laurie Cohen, Jim Waugh, Christy Hoedel, John Snelling, Jan Binder, Sue Starrfield, Genevieve Winters, Judy Holley-recording.

Guests.

Emily Weinacker from Diversity Advisory Council is our guest today. Rory Gilbert is the new Manager of Diversity Initiatives.

Colleges not represented. CGCC and GWCC.

Hyperion Tips - Getting proper calculations in total lines. Tracy

Tracy distributed two handouts. These are also located out on the X drive.

- The index for Brio Tips is located at X:\IR Council\Brio Training
- The example of the problem pivot is located at X:\IRCouncil\Brio Training\IR Council meetings\pivot total calculation problems\pivot problem.bqy

Beth asked if we could have some training at a future meeting on a key data element and how to use it, what its source is and how the data is collected.

DISCUSSION ITEMS

NCCBP Report Question on Successful Course Completion. René

Rene distributed a handout. This should be on the web by the end of October. They had the data adjusted for math, reading, and English. Anyone who got an A-F was considered a successful course completion. What happened with the math competencies that caused a drop everyone's completions rates? This was due to some changes in the criteria. The math change was also due to the placement changes. The colleges are not going to be using a common exam. Age breakdowns may play into this. Across the district and at EMCC these figures dropped a lot. ASU may have figured into some of the reasons for the academic numbers dropping. We have a higher number of youth coming in. Rene asked Nancy about the changes in scores in the placement testing. We noticed a drop in those placement tests. Nancy has not done that particular analysis. What she analyzed was the comparison of how the old scores compared with the new scores.

R25 Room Utilization Reports. René, John, Linda

Linda distributed handouts. They had met to see about replacing the software. Barb Green showed them graphical reports. How do we want to analyze the data with new software? Matt was going to have Kim Olsen look at it and bring to the IR Council. René and Matt have agreed

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to learn about Resource 25 and then share with the group what they learn about this process. John said to check login vs. domain and server login. It works like an online Brio. The process involves dragging classes into your query and then printing your report. When there was concurrent sections rooms were being utilize 150% of the time. This was not realistic and it was necessary to decrease padding time to 10 minutes. One of the differences with the pad time is SAUT looked at blocks of time, and this program adds the time to the front and the back of the class. Not sure of the different methodology. What amount of time do we want to add on to the in between time? The excel file out of report is difficult to obtain. There is possibly an issue with Citrix. Hopefully by next meeting they can do a demo on how to generate a report.

Factbook Feedback. Nancy

Nancy asked for feedback from the draft fact book that was distributed. We are trying to get comments for this November's second distribution. The goal is to produce a product that will not need explanation to the public. Jan thought the lines were distracting and the print was too dark. It was also suggested that the demographics and revenue information should not be on the same page. This is something small that people can come back to for reference. There was a suggestion to rewrite the Chancellor's write-up to concentrate and reflect more on his current goals and accomplishments. The fact book as a whole is too busy. Maybe a white background would help. It was stated that there was too much data on one page and too much shadowing. Kirkwood's book is a little more spread out. The lines help differentiate but the grays could be a lighter gray. The theme is good. We should look at what needs numbers and what needs percentages? There was a previous suggestion from the VP's to include fiscal year information separated from FTSE headcount data. The VP's were also concerned that the numbers don't accurately represent the colleges. Linda is going to pull some data and analyze this concern. We will also add a footnote to explain this. We asked if RSC could give us some footnote information to clarify some of their numbers. We will try to incorporate these changes and if you have constructive comments email Nancy as soon as possible. We plan to go to print by November 1st.

International Student Reporting Issues. Linda/Nancy

Nancy has been working on this for us. Donna has been working on the budget side of this project. In regards to the recent article that was published the question that arose was about where the reporter got the data from. Debbie had asked Linda previously to find out where the reporters got their numbers. Apparently the numbers for funding and numbers of international students data was provided by AACC via the IIE Open Door Survey. It is data that is available to reporters but not to those who turn in the data, unless they are subscribers. The fact book and the marketing numbers are different. All the numbers out there are different. Linda went to the International Council and it was decided that Nancy will head up a volunteer committee. Elaine from EMCC and Irene Pearl have all volunteered to be on the committee. The charge is to look at all the different sources and create unique names to describe our international numbers. We have to move fast if we want to include these numbers in our November print of the fact book. It is possible that Matt Ashcraft might want to join the committee. Nancy stated that during the data cleanup she discovered that 20 or so students in each term had different resident codes. They are getting in state tuition and it's possible that they should not be. A&R might be going back to get tuition from the students claiming to be Maricopa residents and may actually be international students. Some students have social numbers as well as visas.

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CCSSE/Noel Levitz MCCCDC Common Questions. René

Who would like to cost share on this? What is the purpose of this? What length are we shooting for? Max is upper limit on CCSSE. Which stakeholders do we include in the process? Usually in November they are finalizing college specific questions. This process will be staggered as a consortium over 2 years. We have to finish up on what these questions will be by end of November. Tonya Drake wanted to be involved with this process.

Categories

CCSSE doesn't address all student satisfaction

Technology planning – (access to technology)

Reasons people come to us

Diversity inclusiveness

Beyond Boundaries / District Mission – (crosswalk) – we could pose this to CCSSE for their 5 questions (e.g. global engagement)

Rating (of skill set?)

Issues

Custom questions that each college could ask possibly 3-5 of their own

Measuring engagement different disciplines –posted to case for their fee

Stakeholders

VP's of student services

VPs of Academic affairs

VC's and Presidents

Diversity Advisory Council

INFORMATION ITEMS

Initial and on-going costs for Claritas, IEEexpress and ArcInfo. Nancy and Keith

If there is interest in these please send John, Keith or Nancy a note of interest. Nancy distributed a handout on a proposal regarding on-going costs. Council was asked to review at their leisure and provide feedback. The first year we would get a credit for \$3800 and it is \$5000 a year. We would have it on a desktop at the district office for remote use. We would also receive 2 hours training for every license we purchased. Is that something we want to try for a year to see if it is beneficial to us? Has anyone made a map using the site reports with Arc View? John previously created a map and it was a lot of work. It is in a PDF or excel file and the formatting of excel is very time consuming. We would still be keeping the site reports for this year and therefore access would still be available. ArcInfo does a lot of geo databasing. Arc Info is \$1000 per cd and then \$500 for each individual cd thereafter. ArcInfo does what the IExpress does. IEEexpress works with just ArcView. It would be about a \$1500 cost to each college that would like to participate. There seems to be interest in both IEEexpress and ArcInfo.

Institutional Review Board for Human Subjects Research. Georgia

Georgia stated that the IRB proposal will be shared by Maria Harper-Marinick with CEC and the VPAA's at a meeting next Wednesday.

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Degrees with AGEC Embedded. Linda

IE office has been working on the AGEC and it is now embedded in certain associate degrees Dan is working on the IPEDS completions data. Dan has been looking at the data and they will work with the A&R Council. Dan will send an email to the council on which ones are embedded. All degrees earned in 05/06 could need a manual adjustment. Linda will go again to A&R Council in November and share with them what they have found and what we should do. Enrollment analyses are due to Linda by October 23rd.

GIS Contact Info. Keith

Keith distributed a form. This is the non disclosure form for the Maricopa elections board GIS data request. Fill out the form and either mail or fax to Greg Bunce at 602.506.5112. The form is out on the X drive at X:\IR Shared\ArcView\Maricopa Elections Board GIS data request.doc. Greg's email address is gbunce@risc.maricopa.edu and his telephone number is 602.506.4954. Greg will then send you back the URL for the Maricopa Elections Board GIS data. This data is updated weekly.

SIF Update. Linda

Update on data collection on the student information form and the missing information. On the new student information form we still have not seen but they are aware of our requirements and then they will take it to the different councils. Mary Blackwell is the chair of the A&R Council this year. How did we want to collect data now? Were there any ideas to facilitate new ideas or changes? It is difficult process. If we could quantify by college the missing data, then this fall we could actually have something more concrete to share. Also related to SAIS number collection the identifier has to be collected by July 1. This is on screen 7 and it's called "other id" in the new student system. All students will have an id and they are working on the process of how to collect the ids.

IRIS Pilot Rollout. Dan

They are moving forward to release the new tables to show the researchers how the tables are changing and the structure of the database.

CCBenefits. Linda

Linda distributed a handout. This was done 4 or 5 years ago. It will be done for the whole district. This is to show the economic benefit that the community colleges provide to the community.

Non-Credit for Statewide Requirement for Annual Governor's Report. Nancy

Nancy distributed a handout. This project is giving the IE office some issues on pulling data from ODS and formatting. This year everyone is doing their own thing and the guidelines are loose. Each college will be submitting something to the governor. The next few years we will try to do more standardizing and try to get more guidance. We have used IRDW for enrollments and FTSE. We used ODS for the fees information. New courses and credit provisions came from the curriculum office. Data is coming from many sources and we have been collecting data and Skill Center data. Everyone will have access to the data that would be submitted and be able to analyze this in November when the data comes out. There are individual fields for each of the

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divisions. This has been any extremely difficult report and we want to debrief and see if we have to do this next year. We have spent hundreds of man hours and we want to get started soon on data collecting for next year. This is going out to VP's this week and then we will also send to IR council for review. We are still working on skill center and ABE/ESL data and both were difficult to obtain. There have been many data cleansing issues on this. Hopefully next year will be easier and not so much cleaning up to do. There will be separate report on course descriptions for every course that we offer. Linda will send an email to report how much estimated time was spent to generate this report.

College Updates

- **Scottsdale Community College.** Laurie stated they are improving their 45th day report. They are trying to improve the report to give to division chairs. The new reports include summary graphs and text boxes. They have given some presentations to try to highlight some key information. Laurie passed around copies of their report to get feedback from the council. She does this for Highpoint and it is not as involved as the 45th day. They added trends and tables showing percents of change for the last 5 years. The goal is for people to look at it and see exactly what is going on. It has been distributed to department and division chairs, A&R and their marketing people. This report is also posted on their web site.
- **Glendale Community College.** Jim mentioned that at GCC Amber is working with Excelcius software, a part of BusinessObjects tools. Hopefully these tools will be shared with all in the future. File size is sometimes an issue with the desktop version that they have. They are developing and administering for the Admin Services group using the web-based version of Remark. The software looks like it will be a practical process improvement after the initial learning curve. They have not used it yet with a public survey.
- **Rio Salado College.** RSC is working on their scorecard/dashboard. This Microsoft software is time consuming and frustrating. This has taken them all summer and they just now have stuff up on the web.
- **Estrella Mountain Community College.** EMCC has had success with the new data set and that data is available to the colleges. On another project John stated it is possible to geocode the data and he ran queries to breakdown student age and where they lived. He shared this with marketing. He found that 40% of their new students live outside of their service area. Dual was excluded in this query. The data dots represented 36% of success rate prior and now they have an 86% success rate.

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ACTIONS:

- 1) Tracy will prepare a Hyperion Tips training presentation in the future that will focus on a key data element and how to use it, what its source is and how the data is collected.
- 2) Matt will have Kim Olsen look at software for the R25 Reports and share his findings with the IR Council at a later date.
- 3) Rene and Matt will learn about Resource 25 and then share their findings with the IR Council at a later date. They will share a demo on how to create a report with the IR Council at a later date.
- 4) Linda will pull some data and analyze the VP's concern that the Fact Book data might not accurately represent the colleges.
- 5) Genevieve will provide the IE Office with some footnotes to help clarify their numbers in the Fact Book.
- 6) The IR Council will email Nancy with constructive comments on the Fact Book as soon as possible.
- 7) Nancy will be the lead for the committee to look at all the different sources where data is coming from and create unique names to describe our international numbers.
- 8) Jim will find out if Matt would volunteer to join the international student subcommittee to work with Nancy and the group to create unique names.
- 9) The IR Council will send John, Keith or Nancy an email if they have an interest in Claritas, IEExpress or ArcInfo.
- 10) Dan will send an email to the IR Council stating which associate degrees are embedded.
- 11) Linda will meet with A&R Council in November and share the issue of the associate degrees being embedded and request guidance on what should be done to resolve the issue.
- 12) Linda will report the total estimated time spent on the Non-Credit Statewide Requirement for the Annual Governor's Report.

Future Agenda Item: Follow up on CCSSE/Noel Levitz. We will need at least 45 minutes for this.

Next Meeting: Wednesday, November 15th, from 9:00 a.m. to 12:00 p.m., District Office, Maricopa Room