



IR Council Meeting

January 17, 2007 9:00 a.m. to 12:00 p.m.

District Office, Maricopa Room

Members Present.

Matt Ashcraft, Jan Binder, Laurie Cohen, Amber Daines, Mary Day, Georgia Gudykunst, Linda Hawbaker, Cathy Hernandez, Christy Hoedel, Linda Hughes, Beth Hunt-Larson, Dan Huston, Damita Kaloostian, Ajit Kelkar, Nancy Osborne, Laurie Pemberton, Tracy Salter, Christina Santacruz, Donna Silber, Jeff Simonson, John Snelling, Sue Starrfield, James Waugh, René Willekens, Judy Holley-recording.

New Members.

1. Kerry Mitchell new researcher hired at PC.
2. John Catapano representing the Center for Workforce Development.
3. Steve Schroeder representing the Integrated Competency Assessment Network (ICAN) Program within the Healthcare Education Department.

All colleges were represented.

Guests. Scott Geddis and Art Becker from the Athletics Department of SCC

There is a need to create some kind of data or justification for our success and share our mission and to meet the goals of the Athletics' departments throughout the district. They are asking for the IR Council's guidance to develop a tracking system for athletes. Who should they track and how should they be coded? They are not able to break out gender in their current reporting. They would like district-wide buy-in from the athletics departments with all the colleges to make this work. They are trying to encourage other colleges nationally to set up a tracking system. Art is the President of the NJCAA (National Junior College Athletic Association). Linda Hawbaker wondered how the new Student System would help them meet their goals. Linda also suggested that a workgroup be developed to help them achieve their goals. They would like to collect a variety of data (such as bio-demographics, GPA, hours completed) to help them achieve their reporting goals. They would like to use their data to compare to other colleges. We would need to have an A&R representative and some IR Council members that would join together to begin a workgroup and create a charge to begin the process. Laurie Cohen volunteered to be on the work group. Jan Binder also volunteered. They need to identify their population of whom they would track and then we would need to figure out how to code them – those are the main things to begin with to start the process. Eligibility rosters would be a good place to start to begin to track the effectiveness of the athletics' department. Linda Hawbaker will take the lead to organize this project.

R25 Demonstration. John Snelling.

- John demonstrated how to use the R25 reports that are available. These reports are comparable to the Space Utility Analysis Tool (SUAT). If you would like more information on this please contact John Snelling at EMCC.

IR Council Meeting

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DISCUSSION ITEMS

Budget for \$100K. Linda.

Linda Hawbaker distributed a handout and reviewed the suggested items to be included in the \$100K budget. The council decided to ask for 100% funding of student surveys this year. This year's budget request will be submitted to the Administrative Services Council in February for approval.

Weekly Headcount and FTSE / Dual Enrollment Estimates. Nancy.

Nancy distributed a handout that was sent just that morning to the DL-EXECS distribution list (Chancellor, Vice-chancellors and College Presidents). It included a 1 page summary of data submitted by the colleges (primarily A&R staff) of headcount and FTSE by site just before classes started this spring 2007 and last spring 2006. It also included the spring 2007 dual enrollment headcount and FTSE estimated by college dual enrollment coordinators and/or A&R staff.

Math Instructional Council - Placement Changes. Nancy.

Nancy has been working with the Math Instructional Council (MIC) to provide course success data as it relates to how students performed on placement tests. The score ranges that place students into various math courses were changed in May 2005 to more closely reflect those recommended by the test vendors based on national research. District-wide success rates in math classes fell in Fall 2005 from Fall 2004 levels. The presentation, summary analysis, and Brio Query can be found on X:\IR Council\Math Placement Analysis. Here are some presentation highlights:

- Success rates fell in fall 2005 from fall 2004 for both students taking their first math in Fall 2005 and for students continuing their math sequence.
- Students who placed into decision zones and chose their math level with the help of their counselor generally performed better whether they enrolled 'up' into the higher level math or 'down' into the lower level math.

Nancy will continue to work with MIC to perform similar analysis using Fall 2006 data. Several other questions have been raised as a result of this analysis including:

- How successful were students in the next class?
- How successful were unsuccessful students in repeated courses?
- What were the top reasons students cited for withdrawal?

These will be addressed as time permits based upon the priority MIC assigns related to possible actions it may recommend to address student success in Math.

This spring Nancy will support the District Council on Course Placement (DCCP) by providing similar analysis in the areas of reading and English.

IR Council Meeting

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District Office, Maricopa Room

9010 Report. Damita.

Damita distributed a draft of the 90:10 report. IR Council members were asked if there was anything being done at the colleges that would affect the bottom line numbers included in the report. All calculations in the report were based on the current definition in the RFP. Dual enrollment was excluded from this report. The first two pages of the document provide an overview of the report, followed by a two page summary. An analysis of the current definition and compared to the prior definition was done, and that information will be shared with CEC. The new definitions does not average Fall and Spring basic FTSE – it just uses Fall. Linda Hawbaker created a pivot table of dual enrollment to show the amount of FTSE excluded from the report. The 90:10 queries will be available on the X drive for the IR Council.

CCBenefits Website Tools. Damita.

Damita provided a demonstration of the Community College Strategic Planner (CCSP) web-based tool. The CCSP has a variety of beneficial data (census, workforce, economic) designed to facilitate a variety of college efforts (e.g. strategic planning, environmental scanning). The demonstration showed the Economic Forecaster tool, which includes jobs by industry, jobs by occupation, curricula demand and demographics. The College Optimizer and Comparative Analysis were also demonstrated. Highlights of the demonstration included the ability to filter information. Data can also be downloaded as tables or graphs to Word, Excel or PowerPoint. All colleges would be interested in using CCSP, and an IR Council member expressed interest in getting more than 10 users. IR Council members also expressed interest in creating standard reports that could be shared with the colleges. We currently have trial access to the software until February. The software is included in the \$100K budget.

COLLEGE UPDATES

- RSC – Christy Hoedel announced that Vernon Smith is the new Dean of Institutional Effectiveness at Rio.
- CGCC - Mary Day has an IR Analyst position open and encourages all members to send any qualified applicants in her direction.
- SCC – Laurie Cohen thanked the IR Council members for responding to her email, which asked members to send her all the positions in each of their IR offices. Laurie offered to compile this list and send it out to the IR Council at a later date.

INFORMATION ITEMS

Open Doors Survey. Nancy.

Nancy provided information about a workgroup that was created to standardize how MCCCCD reports data about international students. The first goal that the group will tackle is to agree to common reporting to the Institute on International Education as part of the Annual Census of International Students (also known as the ‘Open Doors’ survey). The thought is that the IR Council can implement an ongoing process very similar to the process for submitting data to NCCBP. Nancy is working on a draft common query that could be used this year, and Amber and Jan agreed to review it and provide feedback next week. There are still some definitions that need to be clarified by IIE and the workgroup before the common query is ready for review. Amber noted that there are some data cleanup issues that will be discovered during this process,

IR Council Meeting

January 17, 2007 9:00 a.m. to 12:00 p.m.

District Office, Maricopa Room

and that exception reporting might need to be part of the process to facilitate clean-up by the International Ed directors. The goal is to create a common query and provide that data to the college personnel entering the data into the survey by February 1st. The survey is due February 28th.

Workforce Development Update. Tracy.

Tracy distributed handouts to explain the methodology used to identify students enrolled in or completing in MCCCDC priority industry clusters. The District I.E. office has been working with the CWD and the Occupational Deans on methodologies to identify who is enrolled or completed awards in priority industry programs. The AZ secondary CTE programs as noted on the colored handout will be very important, as colleges can only spend Carl Perkins monies on programs that align with AZ CTE programs. CWD identified courses (called a block) within each priority industry cluster that is specific enough to identify students enrolled in the industry. A student had to take at least 3 of these block courses over a four-year period to be counted as enrolled in the program. This list was originally developed 2 or 3 years ago and has not reviewed or updated by the Occupational Deans since. They have now decided to review this list annually every summer. The broader goal is to identify a crosswalk between a variety of categorizations (NAICS, CIP, SOC) and make it available on IRDW. We supplied CWD a list for each Occupational Dean of the programs at their college. The Occupational Deans will be asked to identify their programs that fall into the priority industry clusters and send the information to CWD. CWD will compile the lists, and identify discrepancies to be resolved. This would be district wide goal. Tracy requested feedback on the methodologies, and asked if any of the colleges had previously done anything similar.

CCSSE Update. Rene.

Rene distributed the common questions that were submitted to CCSSE. Rene recommended that colleges implementing Noel-Levitz use these as their college-specific questions, but to eliminate any that already exist on the pre-printed survey. He suggested at a later date (next year) the council could identify student engagement question for the Noel-Levitz college-specific questions.

New Report for 45th Day. Linda.

Linda distributed a copy of the Fall 2006 45th Enrollment/FTSE summaries submitted by each of the colleges. There was a suggestion to standardize on font and size. The council agreed to use 12-point font with Time New Roman. Linda will send out an email prior to Spring 45th day with a reminder to prepare the report.

Proposition 300 New Requirements. Linda.

Linda distributed a handout regarding new reporting requirements that focus on undocumented student's access to financial assistance or special tuition, etc. Linda will let us know when more information is becomes available about the reporting requirements.

IRB Update. Georgia.

The committee will be drafting an admin regulation and it should be out in February for public review. The training will be ready mid-spring. Hands on workshops will be held in the future. The VPs of Academic Affairs will have this available in the fall. The group is working on an

IR Council Meeting

January 17, 2007 9:00 a.m. to 12:00 p.m.

District Office, Maricopa Room

operational handbook during the next 2-3 months. They are working on answering what the relationship with other colleges is so we have consistency. Georgia asked that the IR Directors save some time out starting in February for about 2 hours each month. This would be staggered online training for the IR directors. There will be a rollout of online training for the researchers, and then all faculty members that work on grant proposals. There will also be a model for students to find out what an IRB is.

District-wide Funds. Georgia.

Georgia mentioned that DSAAAC might be submitting a proposal to use these funds to work on the task of moving from competencies to student outcomes.

Census Office Workshops. Jim.

Christine Moore, one of GCC's librarians is considering bringing one or possibly more Census Office workshops to GCC and is extending an invitation to IR Council members. She needs to know as soon as possible what workshop(s) interest each IR Council member. She is considering the American Factfinder workshop and possibly another. Please review the list that Jim sent via email and indicate which one(s) you might have interest in, beyond the American Factfinder workshop. Please forward that request to Christine Moore immediately.

DSS Training. Tracy.

Future DSS training classes will be held on February 9, March 23 and April 20th. Tracy will send out email with links to register for the training. Be sure to have attendees register in advance so the IE Office has enough time to grant them access to the system prior to the training class.

Upgrade software. Tracy.

If you are a user of SPSS and are still using version 11.5 please upgrade to version 13. Please contact Tracy if you have any questions.

ArcView Update. Nancy.

Keith Cantor will load ArcView 9.2 within the next few weeks.

IR Council Meeting

January 17, 2007 9:00 a.m. to 12:00 p.m.

District Office, Maricopa Room

ACTIONS:

- 1) Linda will coordinate a hands-on session for a future IR Council meeting on software and reporting.
- 2) Laurie Cohen will send Linda SCC's budget needs for the \$100K items.
- 3) Cathy Hernandez will send Linda GWCC's budget needs for the \$100K items.
- 4) IR Council members will submit any other items needed for the \$100K list to Linda Hawbaker as early in February as possible.
- 5) Linda Hawbaker will assist the directors at SCC's Athletics' Department to create a workgroup that will address their needs for tracking data for their students.
- 6) Nancy will place documents related to Math Placement out on X:\IR Council\Math Placement Analysis. This will include the presentation in PowerPoint done by Terry Leyba-Ruiz', an analysis summary that was provided to the Math Instructional Council in September 2006, a supplemental analysis for Math I.C., and the query that drove all the analysis for the IR Council's review and comment.
- 7) IR Council members will address any concerns they have for the 90:10 report to Damita.
- 8) Damita will clarify with CCBenefits which census data this information is taken from. Damita will also look into the algorithms used with this software.
- 9) IR Council members will send all comments or concerns regarding the Workforce Development project to Tracy.
- 10) Georgia will send out an email with the information on the IRB project with a link and login instructions for the new training being rolled out.
- 11) IR Council members will review the list that Jim Waugh sent via email and will forward their workshop requests to Christine Moore immediately.
- 12) Tracy will send out email with links to register for the upcoming DSS training sessions.

Next Meeting: Wednesday, February 21, from 9:00 a.m. to 12:00 p.m., **Rio Salado College Conference Center.**