



Joint A&R / IR Council Meeting
March 20, 2007
1:00 p.m. – 4:00 p.m.
Rio Salado College, Conference Center

A&R Members: Barbara Boros, Mary Blackwell, Cathy Gibson, Mary Lou Massal, Diana Maalouli, Ruby Miller, Angie Montano, Stella Napoles, Irene Pearl, Linda Shaw, Laurel Thomas, Bob Vogt, Judy Holley – recording.

IR Council Members: Matt Ashcraft, John Catapano, Laurie Cohen, Amber Daines, Mary Day, Linda Hawbaker, Cathy Hernandez, Beth Hunt-Larson, Damita Kaloostian, Sue Kater, Kerry Mitchell, Nancy Osborne, Laurie Pemberton, Tracy Salter, Donna Silber, Jeff Simonson, John Snelling, Susan Starrfield, David Sweeley, Jim Waugh, René Willekens, Judy Holley-recording.

Guests: Jason Pociask

Welcome & Introductions.

Jim Waugh welcomed the councils and the members introduced themselves.

Proposed changes to IPEDS Race/Ethnicity Reporting. Donna Silber

Both councils agree to request that ITS match that the dropdown lists to the proposed IPEDS ethnicity reporting. Linda Hawbaker will ask ITS if we can align with IPEDS and if can we get additional data from ITS. Donna will check with IPEDS on the issue of how to report undocumented students (count with their ethnic group or as non-resident alien). Donna will keep the councils informed when IPEDS makes their recommendations for crosswalks i.e. (ethnicity reporting). The A&R Directors agreed to revise the SIF now to meet the IPEDS reporting requirements. Mary Lou will make revisions to the SIF. It was also asked if more detailed ethnic categories could be collected if the data were of use.

International Students - Definitions & Reporting. Nancy Osborne

A workgroup consisting of A&R, International Education and Institutional Research staff developed guidelines and a standard, district-wide query to facilitate the submission of data by the MCCCDC colleges to the Institute for International Education (IIE) as part of the annual 'Open Doors' survey. In previous years, colleges used different methodologies to report the survey data. The two main issues that were resolved by creating a standard, district-wide query were:

1. Duplicate counting of students attending more than one MCCCDC college
2. Inconsistency across MCCCDC colleges in the interpretation of IIE instructions on which students to include in survey counts based on visa type

Additional detail about the guidelines, standard query, and Open Doors survey data submitted by MCCCDC colleges in Spring 2007 are available from Nancy Osborne (480)731-8695.

Other items that the workgroup addressed during the course of their work were:

- IPEDS 'non-resident alien' definition - *Result: definition changed at workgroup request*
- Budget allocation formula for International Ed. Offices - *Result: status quo maintained at workgroup request*
- Shortcomings of developing district-wide standard terminology related to 'international students' - *Result: issues discussed, no action taken*

Prop 300, SAIS (Screen 007 & 118). Mary Blackwell & Ruby Miller

We have a new code of Z for citizenship status that will trigger 'ZZ' for tuition residency. These data can be used to report on how many students will have to pay out of state tuition. There is online help showing the citizenship codes. On the 118 they have added the field citizenship status. The students will be required to provide documentation about their particular visa type or proof of citizenship. There are also fields to enter student's driver's license information. The state legislature added a footnote that we have to get citizenship documentation if we want to count students in FTSE. A field was also created on screen 398 to record students who have applied for a scholarship. This field was also added in response to Prop 300 reporting requirements.

Annual Course Report to the Governor. Tracy Salter

The reporting requirements changed and items 8-17 of the new legislation A.R.S. 15-1427 were new items that had to be reported. All types of courses and fees for the last three years had to be reported. The reports are on the District Office of Institutional Effectiveness' website, www.maricopa.edu/business/ir/reports/ this information was submitted just as it is shown on the website. For item 17, we had to report on the reason why we each course qualifies as being a credit course. District curriculum agreed to add this as a field as an attribute for a credit course in SIS. Since fees could be different for each course section, a range of fees was reported. Tuition is usually a single number. We are hoping that the collection of some of the data will go more smoothly with the addition of the non-credit data in SIS this year.

Mary Lou Massal commented that we still needed to address the issue of not having a mechanism to report completers for ABE/ESL non-credit courses. Linda Hawbaker made a note of this issue. Whoever has offers these courses (RSC, GCC, MCC) would need to be involved in this discussion.

Parallel Testing Spring 2007 & FY2006-07 FTSE. Tracy Salter

The IE Office is creating a new data warehouse called IRIS. We are in the process of converting our historical information into the IRIS. We are working with ITS to validate Spring 45th Day FTSE and Headcount. Jason Pociask and Doug Allenberg collected 45th extracts for all the colleges (PC is as of Feb 23), and are loading the data into RDS which will then be loaded into IRIS to do validation. The plan is to validate the data in IRIS against IRDW for FTSE and Headcount by college. Once confirmed, we will validate all the categories of data on Maricopa Trends (e.g. gender, ethnicity, admission status). Finally, we will validate FTSE by division/department. We do not have a timeline yet since ITS is still loading the data into RDS at this time.

ACE Program – SIS as System of Record. Tracy Salter

We have been working as a tracking committee to help the program directors track their ACE students and their progress and what happens to them after they graduate. The program wants to be able to produce reports and analyses with different breakouts of data. We are trying to emphasize the importance to the program directors to get the data entered correctly into the SIS system for future use. Question from Mary Lou was, what other modifications would be made to the new system to require students to answer certain fields before they are allowed to continue the form? Would we move in the future to do away with paper registration and require all forms to be filled out online? Mary Lou suggested the SIF be reviewed by A&R and IR looking at what data are optional vs. mandatory. Linda will contact Felix to reconvene the SIF workgroup.

Dual Enrollment – Clean Up Queries & Reporting. Donna Silber

The best times to review your dual enrollment data are prior to fall and spring 45th day before the 45th Day extract, or in December and May before the ET extract. Dan Huston will begin

working with the colleges in April on this clean-up project. It is really important to have the student's accurate graduation date. ACCA may soon ask us to start collecting completion data at a course level for the Dual Enrollment detail reports. They are looking at students who need remedial help (tutoring) and may ask us to start keeping track of students who ask for tutoring in dual courses. (Tutors don't know if their students are dual enrollment or regular students.) The legislature may also ask us to start reporting on all dual students who receive any type of aid or scholarship.

FTSE Process – Auditor Request, Fall 2007 & Beyond. Donna Silber

The auditors are suggesting that our reports be submitted electronically in the future. Council agrees that this would be possible since we already use electronic forms internally. Original signature pages would still be sent via intercampus mail to Donna and then be sent to the auditors.

45th Day FTSE. Jason Pociask

Manual adjustments may be difficult this fall because of changes in how section numbers are generated in SIS compared to Legacy. Fall 2007, the data will be collected the same way and the process will still be basically the same. We would probably have to rely on Legacy data for the October FTSE reporting. Butch Hoffman will have developed a new system version of RIS. The date the report is due to Donna about the 18th of October. By 5pm October 4th there will be no further transactions posted until the new student system comes back up on the 8th of October. In the new system there will be enough data between enrollments that we could in theory show what the real 45th day numbers are or show what the numbers were on the actual 45th day. For FY 2008 year end process, we are hoping to diminish the number of discrepancies with the new student system. Linda will schedule the FTSE workgroup for Jason to address proposed changes to adjustments to 45th Day FTSE and FY FTSE. Mary Lou mentioned this year some colleges' Summer I will end on June 28 and there will not be enough time to post grades. Any fiscal year data captured will need to take this into account. We need to accommodate this timing.

Learning Communities. Linda Hawbaker and Mary Day

A few years ago, Mary Day had asked how learning communities could be marked in SIS to assist in evaluation of the program. There is a class attribute that might be able to be used to mark learning communities. Mary wanted to track hybrid and distance learning classes too. She had to go back to old schedules of classes to pull section data. Every college is different in how they 'mark' their learning communities. This needs to be meaningful to the student and consistent across Maricopa.

Instructional Mode: Definitions, New Values & Use by IR. Linda Hawbaker & Mary Blackwell

There was discussion about instructional modes currently identified. Is internet the appropriate term to use? What constitutes an instructional mode? Maybe we should go back to the old list and then see if it has changed, then work with Debbie Lane to update it. The modes might be part of the class setup in the schedules. We need to respect each other when we create common definitions for the terms and types. Linda will get the list of groups colleges identified (including learning communities) for tracking purposes and contact Debbie Lain to find out how all will be accommodate.

AGEC Query. Amber Daines

Amber built this AGEC query to identify students who looked like they had qualified for an AGEC. The query is out on the IR shared server in a folder called "AGEC from GCC". The description of the query is built in. The AGEC requirements from Curriculum's web site and the rearranged version used to build the logic is on the server in the IR folder as well. A review of this query and college specific changes that need to be made will be covered at an IR Council meeting during the training segment of our meeting agenda.

Outstanding Items. Linda Hawbaker

- Data Inconsistencies
 - Transfer intent (handout for Spring 2007 looking at current intent, program code 7152 and award codes for transfer degrees)
 - Missing data by operating ID – (handout for current intent for Spring 2007) Linda Hawbaker will continue to pursue missing data issues as needed by A&R or IR.
- New SIF Collection of Ethnicity, First Generation, Current Intent, Area of Study, Interest
 - Will ask Felix to reconvene SIF workgroup to address these questions.
- Process to add new data values (i.e., Major Location, New HS Codes)
 - We had some issues where the high schools had the same name and we could not determine which county the high school belonged to. A&R believes new values are being added to the new system by the functional leads.
- Honors Classes & Average Class Size
 - The sections are not linked together so average class size can not be calculated accurately. There is no way we can tell in the data how to put that data back together. A&R indicated practice is to make classes concurrent or mark honors on the student registration. This may be an isolate instance. Linda will check back on example and get with PVCC.
- Use of sport codes in Legacy- Tracy Salter
 - Are these codes used for other things for students that are participating in NCAA sports? There are old data in there that GateWay does not currently use. There are some codes that are not being setup in PeopleSoft so we want to ensure that colleges will have some other way to track items currently using sport codes in Legacy.

The meeting concluded with a plus/delta.

Plus	Delta
Groups working together were efficient.	Get the agenda out earlier to review.
Want to review processes together in the future.	Room setup could be closer together-circle?
Want Mary Lou to redo SIF form and do it in Spanish	Less agenda items and more time spent on each agenda item.
We could do fall and spring agendas and have shorter agendas.	

ACTIONS

Who	What
Donna Silber	Let the councils know when IPEDS makes their 'bridging' recommendations for reporting historical with new race/ethnicity categories.
Donna Silber	Check with IPEDS about where to include the undocumented students.
Linda Hawbaker	Ask for Race/Ethnicity data collection to align with IPEDS.
Linda Hawbaker	Follow up on issue of address the issue of not having a mechanism to report completers for ABE/ESL non-credit courses
Linda Hawbaker	Check on availability of non-credit data for this year's Annual Report to the Governor
Linda Hawbaker	Ask Felix to reconvene the SIF workgroup to answer outstanding questions related to Ethnicity, First Generation, Current Intent, Area of Study, Interest
Linda Hawbaker	Schedule the FTSE workgroup for Jason to address proposed changes to adjustments to 45 th Day FTSE and FY FTSE
Linda Hawbaker	Get the list of groups colleges identified for tracking purposes and contact Debbie Lain to find out how all will be accommodate
Linda Hawbaker	Check back on example of honor class schedule problem and get with PVCC.
Mary Blackwell	Check about the possibility of electronically linking to SEVIS in the future.
Mary Lou Massal	Revise the SIF now to meet the IPEDS reporting requirements (Spanish SIF too)
Nancy Osborne	Talk with the workgroup about program directors using SIS in the future as the system of record. Check with Felix that ZZ aligns with citizenship code Z
Nancy Osborne	Take Optional Practical Training (OPT) international student type to Felix to see how SIS can capture this information.
Tracy Salter	Research impact of Summer I ending on June 28 and colleges needing time to enter grades for fiscal year FTSE.
Tracy Salter	Go over the AGEC query changes needed for colleges to run the query for themselves.