



IR Council Meeting

April 18, 2007 9:00 a.m. to 11:30 a.m.
Rio Salado College, Conference Center

Members Present.

Jan Binder, John Catapano, Laurie Cohen, Amber Daines, Mary Day, Linda Hawbaker, Linda Hughes, Damita Kaloostian, Sue Kater, Kerry Mitchell, Nancy Osborne, Laurie Pemberton, Tracy Salter, Christina Santacruz, Donna Silber, John Snelling, Sue Starrfield, David Sweeley, Jim Waugh, René Willekens, Genevieve Winters, Judy Holley-recording.

AGEC Query. Tracy

Tracy distributed a handout of instructions on how to modify and run Amber's AGEC query. Document can be found at:

X:\IR Shared\AGEC\To change the AGEC query for your college.doc

DISCUSSION ITEMS

Carl Perkins IV Tech Skills Assessment Requirements. Tracy

Tracy did a comparison of the terminology between CP III and CP IV. Tracy requested feedback on the new 1P2 indicator, Technical Skill Achievement. The legislation no longer allows the postsecondary to use course grades as industry-validated assessment, and calls for third-party testing. A nationwide postsecondary group has a monthly teleconference in which how to accomplish this indicator is often discussed. We are supposed to test anyone who has 12 or more hours in their program taken. What are the issues that the council sees? What should we be telling them or what is the alternative? Vocational programs have to go through accreditation, have those programs been involved in this process? The nursing program has this type of testing already. What about WIDS (currently used by MSC)? WIDS is competency based, with the evaluation being done by the instructor. The federal government has a problem with the current grades evaluation that is done by the institution and not a 3rd party. The occ deans are aware of this issue and they have been working with workforce development. At this time only 2 states say that this task is possible. One big question is these assessment tests – are we measuring all vocational programs or just measuring the programs using Carl Perkins funds? We hope to get clarification at the DQI meeting in May on this.

Transcript Report. Tracy

Tracy distributed parts of the transcripts report which reports where transcripts are being sent over the most recent 3-year period. Reports and query are in: X:\IR Shared\transcripts.

The query has been run and IR Council can use the data in the query, but the reports cannot be re-run unless the user has access to the ODS database. The report identifies institutions participating in the National Student Clearinghouse. The Top 25 report for each college and the district will be put on the web.

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Update on New Reporting Requirements per ACCA. Nancy

Nancy distributed a document that identifies reports and the associated deadlines that the district office is responsible for submitting to ACCA.

1. Dual Enrollment

The first change is to the dual enrollment report as a result of legislation change related to Senate Bill #1068. There are new requirements related to the standardization of Inter-Governmental Agreements (IGA) between the college and high school. Additionally, significant new reporting requirements are expected which may include course level data on the performance of dual enrolled students including:

- Completion rates
- Grade distribution
- Number of students who received remedial instruction for the course
- Summary data on the number of scholarships and grants awarded to students
- Program cost data for providing dual enrollment courses

2. Performance Measures

The Joint Legislative Budget Committee has required community colleges to provide performance measure reporting that will be due in mid-August. The challenge is that the data is to reflect the fiscal year that just completed on June 30th. We plan to draft a proposal to recommend to the CEO group of the Arizona Community College Association (ACCA) with the measures that would be easily accessible by all community colleges. The ACCA CEOs will determine by consensus the performance measures to be submitted system wide on behalf of the member districts. Nancy will be keeping the council updated on this issue.

3. 2040 Report

Category changes will be made 2040 report. Math142 will be added to the 'college-level' category.

4. Prop 300 Reporting

Maricopa will report four data elements to comply with Proposition 300 reporting requirements. The reports will be due every year on June 30 and December 31. This provision requires colleges to report on:

- the total number of students entitled to in-state student status and certain financial aid
- the total number of students *not* entitled to in state student status and certain financial aid

The adult education reporting requirement in Proposition 300 is going to be reported by the Arizona Dept. of Education. Nancy has confirmed with the Dept. of Ed. and with the Rio Salado ABE department (Miranda Lopez and Blair Liddicott) that this is in-progress.

CEC Request for FY 2006-07 Analysis. Nancy

Nancy distributed a handout and requested input from the council. The Vice-Chancellors liked the 6-year Enrollment Trend Report that was provided previously for the fall and spring terms. They would now like a similar report based on fiscal year data. This report is due on May 15, 2007. A focus on FTSE would be good since the previously-provided reports included headcount and enrollment trend information. Nancy will work on some queries for this project

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and will put information out on the X drive for use by the colleges in preparing their analysis. The due-date for the college IR offices to provide their 6-yr summary to Nancy is Friday, May 11th. Nancy will then compile the college reports and create a district-wide summary by the May 15th deadline.

\$100K Additional Requests & Status of Purchases. Linda

Linda distributed a handout that has been approved by CEC and the ASC. Linda plans to bring this information to ASC this afternoon to ask for the remaining monies to spend on the items listed on the handout. We will also be purchasing some MAG data for Donna. All of the colleges will be reimbursed for their NCCCBP monies spent. The council approved the information that will be presented today to the ASC.

BrainKeeper Demo, EScan Pilot, EScan Annual Calendar. Linda/Damita

Linda reviewed the proposed pilot information and calendars with the council. It was suggested to provide BrainKeeper training at the next IR Council meeting in May in place of the regularly scheduled discussion meeting. Linda gave an overview and distributed a handout that gave a general overview of today's demonstration.

Based on research from a variety of wikis, BrainKeeper was determined to be one of the better options based on a variety of factors such as ease of use, the resources required for implementation, and cost. BrainKeeper is a hosted enterprise wiki that provides a centralized repository to collect information and to collaborate with others across the District. Additional information about BrainKeeper can be found at: www.brainkeeper.com.

Some of the key features of BrainKeeper:

- **Workspace-** Workspaces serve as the broad categories in which information is grouped and organized. All workspaces are maintained within the same BrainKeeper system, and permissions determine who can read, change or add content to the workspace.
- **Pages-** Pages are the primary way of storing and sharing information in BrainKeeper.
- **Sub-Pages-** Provide relevant information to pages
- **Attachments-** BrainKeeper allows you to attach files to any page. All attachments are fully versioned, with descriptions by their author - allowing you to understand why files were attached and for what purpose. Attached files are easily downloadable and can be linked like any other page in the system.
- **Searches-** Everything in BrainKeeper is indexed by the search engine, which allows you to search within a particular workspace or across all workspaces included in your BrainKeeper system.
- **Alerts-** BrainKeeper alerts you to new and updated content in your site by sending email and through RSS (Really Simple Syndication).

Jan made the suggestion to make sure that people entering information into BrainKeeper properly document their source.

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COLLEGE REPORTS. All

EMCC – The council congratulated John Snelling on his new position at CGCC. This opens up the EMCC IR department Coordinator position which will be posted on April 20, 2007 as an internal opening. Rene asked the council to share any qualified candidates with him for the position.

IE/DO - Patrick Smith asked Donna Silber to find out if any colleges were coming up for accreditation. GWCC is planned for 2010 and SMCC in April of 2009.

SCC – SCC has a new request on academic outcomes by their management. Amber Daines shared that they have done a similar analysis previously but stated the data wasn't very interesting. She thinks there is a grade query already made and Amber will share query with Laurie Cohen.

SIS Update: Currently they are working on data validation. System testing will be done this summer. History data has already been validated. By June we could start having weekly loads for council member to do data research on. Suggestions for changes to the system should be emailed to Linda Hawbaker. New fields relating to Proposition 300 will be put in ODS first and then they will go into SIS later. All Spring 45th data has been captured. Fiscal year data will be captured again for the councils use. Ajit will be working on getting all colleges on Oracle 9.9 soon. We will also be moving the council users to a different server since our maintenance agreement with our current server being eliminated. The council agreed to have monthly SIS updates from now forward.

IPEDS Changes. Donna

There are two changes to the IPEDS Fall Enrollment Report.

- New Transfer-in column on Parts A & B. Reports on the number of FT/PT, degree/certificate seeking undergrads entering the reporting institution for the first time, but known to have previously attended another postsecondary institution at the undergraduate level.
- Non-resident alien category is now determined using the student's Citizenship code. In the past, we used County/State – limit ZZ. The International Ed Committee recommended the change. More detail is in the hand-out that was distributed at the meeting.

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June Summer Retreat. Damita

This one day retreat on Wednesday, June 20th will focus on IRIS training. We will test access to IRIS as well as work on modifying the college's queries to work on IRIS. Damita has volunteered to provide the activities for the retreat. Honey Bear's Barbeque was recommended as a catered-in lunch option. Location and other information will be shared as it becomes available.

Council Chair. Jim

Jim volunteered to stay as on as IR Council chair while the council ponders another nomination. In July we can focus on rotating the chair position for the remaining meetings in 2007.

INFORMATION ITEMS

ACTIONS:

- 1) The IE office will coordinate the retreat and share information with the council when it becomes available.
- 2) Damita will ensure information on properly documenting sources is included in the instructions for using BrainKeeper.
- 3) Nancy will work on some queries for the FY 2006-07 data request from CEC.

Next Meeting.

- Wednesday, May 16th from 9:00 a.m. to 1:00 p.m.
- Phoenix College, in the Encanto Classroom
- The agenda for the May meeting will focus on BrainKeeper training.
- All other information needed to be shared within the council will be done via email during May and June.