

## **Institutional Research Task Group Meeting Minutes**

**October 27, 2008**

**2:00 – 3:30PM 106/662**

**Present:** Sherry Lindquist, Brian Huschle, Becky Lindseth, Julie Fenning, Mary Fontes, Diana Hermreck, Kent Hanson, Anne Temte, Dennis Paesler, Karleen Delorme

**Absent:** Rocky Ammerman

1. **Institutional Research Conference** – Sherry Lindquist shared details about two organizations MnSCU recommends for Institutional Research activities.
  - a. AIRUM Conference (Regional Organization)
  - b. AIR (National Organization)
    - i. **ACTION ITEMS:**
      1. Becky will check into a membership for Northland.
      2. Sherry will register for AIRUM conference.
2. **Institutional Task Group Charge and Membership** – President Temte requested a task group made up of data experts in various departments throughout the college be formed, since we were not able to create a Director of Institutional Research position at Northland. Becky Lindseth will facilitate this group.
  - a. **Task Group Members and Data Access:**
    - i. Becky Lindseth - Facilitator
    - ii. Julie Fenning - Finance and Facilities Data
    - iii. Dennis Paesler - Finance Data
    - iv. Diana Hermreck - Personnel and Finance Data
    - v. Karleen Delorme - Academic and Facilities Data
    - vi. Rocky Ammerman - Student, Enrollment, Survey, and IPEDS Data
    - vii. Mary Jo Bydahl – Academic Sustainability & Program Data (new member)
    - viii. Gerald Schulte – Financial Aid Data (new member)
    - ix. Bob Gooden – Facilities Data (new member)
    - x. Jeanine McDermott – Academic Data (new member)
    - xi. Gene Klinke – Prospect and Enrollment Data (new member)
    - xii. Sherry Lindquist—IPEDS, IFAP (Financial Aid data), OPE (Office of Post-Secondary Enrollment Data), MnSCU Management Reports, Hyperion (limited access)
  - b. **Task Group Additional Participants:**
    - i. Anne Temte – MnSCU Data
    - ii. Kent Hanson – Academic Data
    - iii. Mary Fontes – Student Data
    - iv. Sherry Lindquist – NCA Study Coordinator
    - v. Brian Huschle - NCA Study Faculty Chair
3. **Data Request Process** – Discussion on determining a process by which individuals will make a request for institutional data. GroupLink software was discussed. Item will be included on the next meeting agenda for further discussion with new members.
  - a. **ACTION ITEM:** Becky will bring price quotes for GroupLink.
4. **Protocol/Criteria** – Discussion on determining a mechanism for maintaining institutional data. Recommendation was to create a survey for supervisors to list institutional data needs. To assist in prioritizing, employees would separate required and optional data reporting needs. Item will be included on the next meeting agenda for further discussion with new members.
  - a. Ideas Generated
    - i. MnSCU System Fact Book – Institutional Data
      1. **ACTION ITEM:** Sherry will email link to task group members.

- ii. Create forms to standardize titles for data requests (Categories, Sub Categories, Contact, Date)
- iii. Benchmark other MnSCU Institutions
  - 1. **ACTION ITEM:** Sherry will look into various college's (Lake Superior, Anoka Ramsey, Itasca, and Winona State)

**5. Repository of Institutional Data** – Discussion on determining an appropriate location for institutional data. Recommendation was to store all data in Virtual Office where it is password protected and unavailable to the general public.

- a. Task Group Members that will be able to post items in Virtual Office
  - i. Julie Fenning
  - ii. Diana Hermreck
  - iii. Mary Jo Bydahl
  - iv. Karleen Delorme
- b. **ACTION ITEM:** Becky will work with IT to finalize V/O Institutional Data pages

**6. Task Group Meeting Schedule** - Item will be included on the next meeting agenda for further discussion with new members.

**7. Next Meeting: November 10, 2008 2:00 – 3:30 PM, TRF 662/EGF 106**