

Institutional Research Task Group Meeting Minutes

November 10, 2008

2:00 – 3:30PM 106/662

Present: Sherry Lindquist, Becky Lindseth, Mary Fontes, Kent Hanson, Dennis Paesler, Karleen Delorme, Mary Bydal, and Gerald Schulte.

Absent: Rocky Ammerman, Brian Huschle, Julie Fenning, Diana Hermreck, Anne Temte, Gene Klinke, Bob Gooden, and Jeanine McDermott.

Guest: Stacey Hron.

1. **Membership** – Becky Lindseth shared that five individuals have been invited to join the group – Gene Klinke, Mary Bydal, Gerald Schulte, Bob Gooden and Jeanine McDermott. All individuals have accepted the invitation.
2. **Data Request Process-GroupLink** – Becky Lindseth indicated that a sub-license has been purchased for Institutional Research as a license costs \$1,200 which had not been budgeted for fiscal year 2008. Following discussion, it was determined that the following departments would fund \$200 of the cost: Human Resources, Fiscal, Academic Affairs, and Student Affairs. Becky Lindseth will contact President Temte to determine if \$400 is available to fund the remaining portion of the license.

Stacey Hron led the group through the process of structuring the Institutional Research GroupLink program. Stacey Hron will work with Becky Lindseth on a final draft which will be forwarded to the committee for review. Task Group individuals are to submit any suggestions for GroupLink categories to Becky Lindseth by the end of the day on November 18, 2008.

3. **Institutional Research Repository** – Discussion was held regarding the design of the IR Repository on Virtual Office with the design being finalized with a similar look as GroupLink. Stacey Hron will coordinate the final design of the IR Repository site which will be ready for the Task Group review at the next meeting.
4. **NCTC Factbook-2000** – Becky Lindseth indicated that NCTC received a factbook in 2000 that had been prepared by Doug Olney (on contract). The purpose of the information was to provide the Task Group with an example of IR data that is compiled at other colleges/universities.
5. **Program Surveys** – Becky Lindseth indicated that the program survey information was distributed to the Task Group for informational purposes.
6. **AIRUM Conference** – Sherry Lindquist shared details about the AIRUM Conference that she attended.
7. **Next Meeting: December 8, 2008 2:00 – 3:30 PM, TRF 662/EGF 106**