Institutional Research Task Group Meeting Minutes
December 8, 2008
2:00 – 3:30 PM, Rooms 106/662

Present: Becky Lindseth, Julie Fenning, Jerry Schulte, Rocky Ammerman, Kent Hanson, Karleen Delorme, Mary Jo Bydal, Bob Gooden, Mary Fontes, Sherry Lindquist, Brian Huschle, Dennis Paesler, and Diana Hermreck.
Absent: Jeanine McDermott, Eugene Klinke, and Anne Temte.

1. **Mission and Goals –** Becky shared the draft of the task groups mission and goals. The mission and goals were approved.

2. **GroupLink Tickets –** Julie demonstrated GroupLink for employees to submit requests for institutional data.   There will be an additional category (Technology, Creative Solutions, Facilities) called Institutional Research. Once IT has completed the project, detailed instructions will be provided for the IR team.

3. **On-Line Repository** – Becky showed the inactive Institutional Research site on Virtual Office. The layout and design was approved. Discussion was held regarding developing a standardized organizational and naming system for data.   All data will be sent to Julie to compile and post to Virtual Office.
   a. The group agreed that more research needs to be done:
      i. File Format (PDF, Excel, etc)
      ii. Standard File Name Format
      iii. Surveys – Editing Privileges - Becky will email the IR list serve regarding data privacy policy regarding redacting comments.

4. **MnSCU Benchmarking Information** – Becky shared the information she received from other MNSCU colleges. Other colleges did not have a structure in place for employee requests. Group agreed that requests need to be "business need to know" only. All other requests need to go through the Request for Public Information policy.
   a. **ACTION**: Email suggestions for procedure and guidelines to Julie Fenning. Julie will bring forward a draft to next meeting.   Ideas included: Standardize peer groups for IPEDS data; Establish standard regional, state, national peer groups.

5. **Next meeting agenda items: Julie will email group 2009 meeting dates.**
   a. Live on Grouplink - Review process/progress
   b. Live on V/O
   c. Comments on guidlines