

Institutional Research Task Group

March 9, 2009

2:00 – 3:30 PM, Rooms 106/662

Meeting Minutes

Present: Becky Lindseth, Julie Fenning, Mary Fontes, Jerry Schulte, Sherry Lindquist, Diana Hermreck, Bob Gooden, Kent Hanson, Rocky Ammerman, and Mary Jo Bydal.

Absent: Dennis Paesler, Eugene Klinke, and Karleen Delorme.

1. **GroupLink Update** - Discussion was held on the current process in GroupLink. Requests have been coming in and have been addressed. Not all employees are using the GroupLink process for data requests. A college-wide email will be created to send to all employees regarding the use of GroupLink for institutional data requests along with the other departments utilizing GroupLink. The group also recommended a link to GroupLink should be added in Virtual Office for employees to access GroupLink while searching for reports. The task group also recommended created new subcategories for GroupLink and for the on-line repository in Virtual Office.
 - a. **ACTION ITEM:** Task group members will work with their departments to create a list of category options for data requests for their departments and submit to Julie Fenning prior to the April meeting.
 - i. HR/Payroll - Becky
 - ii. Academics - Sherry/Kent
 - iii. Student Data - Mary/Rocky
 - iv. Finance - Dennis
 - v. Technology - Karleen
 - vi. Facilities - Bob
2. **On-Line Repository**
 - a. **Categories** - Discussion was held on the on-line repository and revising the subcategories for each department to match the new category options in GroupLink. Task Group agreed to utilize the PDF file format for basic reports as long as all PDF's were created in Adobe Professional and were searchable. The Adobe Professional software is \$52 per license. For data where employees need to manipulate, Excel can be used and protected as "Read Only". Group recommended further research is done regarding standard file naming. **ACTION ITEM:** Sherry Lindquist will contact the UND IR Director for their process.
 - b. **Posting Survey Results** – Editing Privileges - Continued discussion was held regarding editing privileges in surveys when comments may be written. **ACTION ITEM:** Mary Fontes will research further and share information with the group.
3. **MnSCU Institutional Research Report Lists** – Becky shared a list of reports she received from the MnSCU IR team and discussion was held on incorporating this list into our on-line repository.
 - a. **ACTION ITEM:** Julie will separate into the different categories and create links to these reports. The final document will be posted in the appropriate categories in Virtual Office.
4. **Next Meeting:** April 6th, 2:00 – 3:30 PM