

# Institutional Research Task Group Meeting Minutes

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May 11, 2009

2:00 – 3:30 PM, Rooms 106/545

**Present:** Becky Lindseth, Julie Fenning, Mary Fontes, Anne Temte, Jerry Schulte, Diana Hermreck, Bob Gooden, Kent Hanson, Karleen Delorme, and Rocky Ammerman.

**Absent:** Dennis Paesler, Eugene Klinke, Sherry Lindquist, and Mary Jo Bydal.

1. **On-Line Repository/GroupLink Update** – Becky shared a handout and subcategories for the GroupLink process were finalized and the structure for the on-line repository in Virtual Office.
  - a. **ACTION ITEM:** Julie will update the documents and work with IT to update Virtual Office and GroupLink. Julie will notify IR group when the site is ready to populate.
2. **On-Line Repository** – Discussion was held on populating the IR pages in Virtual Office.
  - a. **Standardized Naming Format** - A standardized naming format for all reports posted to Virtual Office was established.
    - i. File Name: YY-file name-owner last name (i.e. 09-FYE-Ammerman)
    - ii. Link Name: YY-filename (i.e. 09-FYE) (Karleen/Chad ONLY)
    - iii. Survey Data: YY-survey name-owner with raw data (i.e. 09-CUPA-Lindseth)
  - b. **Searchable Documents** - Reports saved as a “PDF” must be saved as “searchable” in order for the search function to work properly. Individuals designated to save documents as “searchable” are: Mary Jo Bydal, Mary Fontes, Kent Hanson, Diana Hermreck, Karleen Delorme, Rocky Ammerman, and Julie Fenning. When sending reports to Chad Sperling or Karleen to post in Virtual Office, the location where the report will be placed in Virtual Office needs to be included.
    - i. **ACTION ITEM:** Julie will purchase 5 software licenses for Adobe Professional for Mary, Mary Jo, Kent, Karleen, Diana, and Rocky.
    - ii. **ACTION ITEM:** Julie will create a standard operating procedure and training sheet for this process.
  - c. **Surveys** – Discussion was held on publishing survey data on the IR Virtual Office site. It was determined that the raw data will be edited and a summary report will be published. The owner of the survey will be responsible for editing and retaining the raw data. A records retention schedule was established.
    - i. Raw Data – 5 years
    - ii. Summary Report – 15 years
      1. **ACTION ITEM:** Becky will update College Records Retention Schedule and present to the President’s Cabinet.
3. **TaskStream/Rapid Insight Analytics** – Becky shared that she was preparing a proposal for stimulus funds for the TaskStream software recommended by Sherry Lindquist. This software covers a wide range of areas including academics and a small piece for institutional research. Becky also shared that the Office of the Chancellor Institutional Research Directors were demonstrating new software made specifically for IR that also interfaces with ISRS (Rapid Insight Analytics). Stimulus proposals will be reviewed later in June and Becky will keep the group updated with the status of this proposal.
4. **IR Meeting Schedule** – This was the final FY2009 Institutional Research Task Group meeting, with meetings resuming in September 2009. It was agreed that the schedule will be determined at a later date. Agenda Item for the next meeting: Institutional Review Board – Connection to Institutional Research (Mary Fontes)