

Institutional Research Committee Meeting

January 20, 2010 @ 2:00 p.m.

Present: Scott Godfrey, Bob Gooden, Brian Huschle, Karleen Delorme, Kent Hanson, Mary Fontes, Sherry Lindquist, Shannon Nelson, Eugene Klinke, Gerald Schulte, Julie Fenning, Rocky Ammerman, Becky Lindseth

Absent: Anne Temte, Mary Jo Bydal, Jeanine McDermott

Introductions - The committee members introduced themselves and indicated the kind of data they typically work with.

Recap of the Vision/Goals of the committee –

- *It is the mission of the Institutional Research Committee to compile, maintain, and analyze institutional and other data to support the operation, decision-making, and planning functions of the college.*

A suggestion was made to add to the mission statement, a statement regarding an evaluative component now that we have a director. It was also suggested to add a clause related to continuous improvement and to keep continuous improvement on the agenda each meeting.

A request was made to post the Institutional Research task group minutes from last year to show the history of this group, since this is one of the things NCA will be looking at. Julie will make sure the minutes from last year's meetings are posted to virtual office.

Revisit GroupLink – Review the roles of the committee members with regard to grouplink requests

There was discussion regarding the grouplink process and its inefficiency in getting the tickets if the committee member does not have access. It was decided that the college would need five more license @ \$1,000 per license, to get the committee covered so they can get the appropriate grouplink ticket messages for their data. The maintenance cost is \$218.00 per license, per year. It will probably take a few weeks to get the licenses. Becky will talk with Stacey about each getting their own login to access data. ITS will set this up – the shell has already been created. It was suggested that a process map would be a nice tool to have to show who connects with whom. Julie will get the template to Scott to start setting this up.

Clarify role of Director of Institutional Research

Scott will be invited to future cabinet meetings for a more focused discussion on institutional data. The cabinet is working toward data driven decisions. We want to ensure that we are prepared for NCA as

well as the day to day requests, but eventually there will be a point in time when requests will need to be prioritized. A suggestion was made that Scott receive all requests initially so he can set-up a timeline for requests that come in throughout the year – some reports are requested at the same time every year. It was suggested that it would be a good idea to immediately establish the preferred method to request data.

Review ideas regarding the creation of a data repository

There was discussion on the content management software and the process to create a searchable PDF format document to upload into the repository website in virtual office. It was stated that there has to be a clear understanding of what kind of data can be posted and what we want out there to be accessed. Security is an issue and virtual office is not secure. The committee was reminded that the data posted in the repository should not be private data.

Preliminary discussion of the work plan – deadline March 1, 2010

Scott indicated some goals and visions he listed on the work plan that is due March 1, 2010. The plan talks about creating reports and finding a means to report back to the committee who we are creating the reports for. Scott asked the committee to come back with thoughts on this for the next meeting.

Scott then linked this discussion back to the idea presented by Brian and Kent that the committee adopts an evaluative function within the college. The preliminary work plan included suggestions that the committee “create report(s) of results of data analysis” for both the institution and individual departments/committees “for the purposes of improving future performance.” Scott indicated that this should perhaps be altered and expanded to outline an evaluative role.

Next Meeting: Wednesday, February 3, 2010

Recorder: Diane Rapacz