

Institutional Research Committee Meeting

February 3, 2010 @ 2:00 p.m.

Present: Scott Godfrey, Bob Gooden, Brian Huschle, Kent Hanson, Mary Fontes, Sherry Lindquist, Shannon Nelson, Gerald Schulte, Julie Fenning, Rocky Ammerman, Mary Jo Bydal, Kristi Lane, Shannon Jesme

Absent: Anne Temte, Jeanine McDermott, Karleen Delorme, Eugene Klinke, Becky Lindseth

Preliminary Work Plan Discussion

Addition/Alterations:

The committee was reminded that the deadline to submit the IR committee work plan is March 1st.

Suggested additions to the work plan:

- Develop a survey for staff and faculty, with a checklist format, to find out what kind of data is needed.
- If we are encouraging employees to use the grouplink ticket to request data, we should build in some kind of tool to rate their satisfaction.
- A plan for gathering and reporting institutional improvement.

Scott will email an updated version of the work plan to the committee that includes the suggested additions.

Discussion Highlights:

- Need an organizational climate survey administered to the college community
- Need some broad scale employee feedback to identify where the gaps are.
- Present key findings to stakeholder groups
- Communicate to constituents
- Determine needs internally and identify who we want to communicate information to and what would be the most cost effective way to do that
- Produce a fact book
- Identify the “who” and the “what” and know what data is important as an institution to keep track of
- Scott will have some oversight responsibilities in compiling strategic planning data. There was discussion on how we plan to manage all of our reporting and assessing the data relating to our strategic plan. It was suggested that we will not know until everyone submits their plans.
- Need to have a mechanism in place for reporting and sharing information

Data Repository Discussion - What data will be posted in the repository –

Content Management Software –There was discussion on what sort of vehicle are we going to use to present data. The plan originally was to use content management software, but Julie reported that the plan to use this software has been scratched. The plan now is that information will go to Chad and Karleen as usual.

Sherry suggested that after the accreditation is completed, the D2L course shell be renamed for Institutional Research and the data will remain as is. It is a secure environment that would be accessible to everyone in the college through D2L and it also has survey reporting tools what will be helpful.

There was discussion on the need to have guidelines in place on how data will be posted in the repository; establish a standard way to name the documents - we will need a universal name document format.

GroupLink Organization

A GroupLink license will be purchased for each of the following committee members: Shannon Nelson, Gerald Schulte, Rocky Ammerman, Gene Klinke, and Faculty (Faculty will be built with a generic name that can be transferred to another person and will utilize the already available IR Researcher license).

There was discussion on how data requests will be handled:

- All requests sent to Scott and then filtered or
- Scott's name would be attached to the request and sent to others.

Julie & Scott will do a draft flow chart and bring to the next meeting. It was suggested that material will need to be limited so it doesn't go to the wrong person. Requests should be cc'd to Scott so duplicate requests can be identified.

It is important to get the message to employees that they need to follow the process to do a grouplink ticket – always.

Mission and Goals Review

There was discussion on the changes that Scott made to the Mission & Goals. Scott will e-mail an updated statement to the committee that includes the suggested additions.

Next Meeting: Wednesday, March 17th @ 2:00

Recorder: Diane Rapacz