Institutional Research Committee Meeting
March 18, 2010 @ 2:00 p.m.

Present: Scott Godfrey, Brian Huschle, Mary Fontes, Sherry Lindquist, Shannon Nelson, Gerald Schulte, Julie Fenning, Rocky Ammerman, Mary Jo Bydal, Karleen Delorme, Eugene Klinke

Absent: Anne Temte, Jeanine McDermott, Becky Lindseth, Bob Gooden, Kent Hanson, Kristi Lane, Shannon Jesme – no longer on the committee.

Old GroupLink requests

The committee was sent a hand-out indicating a list of old requests generated from GroupLink.

A suggestion was made that Scott check with the users on the list to make sure requests were answered or resubmit to GroupLink if the requestor needed more information.

New Grouplink Flow Chart Discussion

Scott had sent out a list of role assignments to the committee for their review and asked the committee for any additions or alterations.

The question was asked if the system is set-up now to send out an e-mail to users when a request has been submitted.

There was much discussion regarding the assignment names on the category option. This handout will be updated for the committee.

Discussion:
- Move CCSSEE - SNESE to student surveys category.
- Sherry explained how the CTL/STUFF/Professional Development funds are used.
- The committee agreed that we need to work on defining the categories for Institutional Research – if the categories can't be defined, then they shouldn't be on the list.
- Initially items on the list were entered generically with the assumption that they would be looked at later – we need to look at it now.
- It was suggested that Dean Dalen be invited to be a part of the group.   He would have knowledge in tracking student success rates for ESOL students and also in Learning Resources/Services category.
- It was stated that data will not be perfect, but it can be adjusted.
- The "Professional Development" category in "Academic Data" was changed to "Professional Development – Faculty" and assigned to Julie Fenning and Brian Huschle.
- The "Learning Environment" category was removed from "Academic Data."
- The "Student Success Rate" category in "Academic Data" was eliminated.
- The "Master Facility Plan" category in "Academic Data" was eliminated.
- "Quality Effectiveness Measures" category will be assigned to Scott until it is developed. Scott will direct the requests, if there are any.

- A "Pass Rates/Success" category was created in "Academic Data" and assigned to Sherry Lindquist.
- A "Proctoring" category was created in "Academic Data" and assigned to Holly Deschene.
- Remove "Placement" from Student Data/Success category – Create new solo "Placement" category within "Student Data" and assign to Steven Crittenden.
- Remove "Master Facility Plan" from the Academic Data category.
- A suggestion was made to invite Clinton Castle to the committee to work with Bob Gooden on the Facilities Data category – this would help split the workload. Requestor's will eventually be able to select facilities on the EGF or TRF campus.
- It was suggested that Stacey Hron be added to the group, and be assigned to a newly created "Technology Master Plan" category in the "Facilities Data".
- A spelling error was noted in "Financial Data" with the "Budget Reports" category misspelled.
- It was noted that Shannon Jesme is no longer on the IR committee, but will be the "Finance" contact person.
- Add "Professional Development –Staff Support" to the Human Resources category, and assign to Julie Fenning.
- Add Gerald Schulte's name to the "Financial Aid" category in "Student Data".
- Add Dean Dalen to the "Learning Service" category in "Student Data." Sherry Lindquist will serve as a proxy contact for Dean Dalen.
- Add a "Perkins" category to the Student Data category – Dean Dalen (would require an extra license). In the interim, Sherry Lindquist will serve as a proxy contact for Dean Dalen.
- Add Scott Godfrey to the "Other" category from "Student Data".
- It was suggested that Steve Crittenden be added to the group and be assigned to newly created "Student Athletics" and "Student Life" categories within "Student Data".
- Mary Fontes was assigned to the "Student Engagement and Satisfaction" category in "Student Data."
- The "Survey" category in "Student Data" was eliminated.
- It was suggested the Lind McGlynn be consulted about addition for a new "High Stakes Testing" category to be placed within "Student Data".
- It was decided that "Surveys" would be eliminated as a group heading.

GroupLink Feedback Tool – Scott, Sherry, and Julie as lead.
Due to time constraints, this topic was covered very briefly. Scott stated that he will begin communicating with Sherry and Julie in order to take the first steps toward developing a tool.

Survey of Employee Data Needs – Scott and Sherry as lead.
Due to time constraints, this topic was covered very briefly. Scott stated that he will begin communicating with Sherry about putting together a survey.

Collecting Data for Preliminary Fact Book – Update on progress

Scott distributed a sample Fact Book for the committee to comment on. Committee members raised concerns about the ability to discern between colors on several visuals in the book.   Concern was also raised regarding the size of elements in the book, including the size of keys to the visuals.

Comfort level using Brio/Hyperion
As the Grouplink structure would require committee members to run reports in Brio/Hyperion, Scott asked the committee members to indicate their comfort level with using the program. Most members of the committee indicated that they would prefer to receive more training on the use of Brio/Hyperion. Scott will look into providing more training to the committee members.

Relatedly, Scott asked the group if the development of a guidebook/codebook for using Brio/Hyperion would be helpful. The committee endorsed the idea as it would lead to an increase in confidence in using the program. Scott will be the lead on the project.

Organizational Climate Survey – Begin the Process
Scott distributed a sample survey to the group for the purposes of beginning a discussion about the topic. Mary Fontes indicated that the sample had some useful items, and suggested that the committee look into contacting the organization to inquire about their services. Committee members also suggested that the system or other Institutional Research offices in the system be contacted to determine if there is an existing instrument that can be utilized. Mary Fontes re-emphasized that we are seeking to fill a specific gap that is not covered by the CFSSE and the CCSSE.