Institutional Research Committee Meeting
September 29, 2010 @ 10:00 a.m.

Present: Scott Godfrey, Brian Huschle, Mary Fontes, Shannon Nelson, Julie Fenning, Mary Jo Bydal, Karleen Delorme, Becky Lindseth, Kristi Lane, Anne Temte, Rocky Ammerman, Kirsten Michalke

Absent: Sherry Lindquist, Eugene Klinke, Gerald Schulte, Bob Gooden, Kent Hanson

Review Committee Membership
Kirsten Michalke was introduced as a new IR committee member.

Select Future Meeting Date/Time
Committee meetings will be at 10:00 a.m. on the third Wednesday of each month for fall semester.

Committee Work Plan
Scott reported that he has been attending college committees to review the work plan. He has been communicating to the committees that this is more of a progress report and that they are to try and get it posted by December for the college community to view.

There was discussion on having a central office for surveys. Scott reported that other agencies use an IR newsletter to inform employees of surveys out there. The ultimate solution would be to store the data in a central location and then have a student tech ID link to ethnicity, gender. It was agreed that a process needs to be developed to store surveys. Scott will add something to the work plan regarding this.

Work Plan Reviews
Scott is attending some campus committee meetings to speak about measuring the work plan. He is letting the committees know that it is not an attempt to make more work, but more an attempt to give the committees credit so the college can see what the committees are doing. It seems that each committee has devised their own way of channeling the information to Scott.

Scott reported that the IR work plan seems well written as far as measurement and will not require members to prepare summaries. Scott will bring review to the next meeting.

Data Repository and Fact Book Update
Committee member thoughts regarding the repository:
- It has a D2L look to it.
- The repository needs an index or a reference.
- D2L is not accessible to the public. At other colleges data is easily accessible to the public. Scott said that the intention is to have it public in the future – the D2L format was only a prototype.
- IR will need a page in "Content Management" once the repository is moved out of D2L.

The "Fact Book" was presented to the Shared Governance Council. There are a few changes that will be made to the design by Marketing/Creative Services. Scott reported that the new FY11 numbers will need to be updated.

IPEDS Fall Collection

Scott thanked Rocky Ammerman for all of his help during his learning process. The IPEDS fall collection will be done by the end of October.

Other

GroupLink Refresher: When a data request comes in, Scott is cc'd on every request. Each request is tied to individual subject areas. If Scott does not have data, the appropriate person would be contacted. Scott reported that there have not been any groupLink requests at this point. It was noted that most employees do not know about the groupLink request process.

Scott strongly suggested that groupLink be used to request data. This process will make it possible to see the trends when employees are looking for data, which will help to anticipate and schedule those certain requests.

There was discussion on the security of private data. Scott informed the group that the system office is looking at purchasing a system by which sensitive information could be communicated electronically. Scott will keep the committee updated as new information becomes available.

Following the meeting, Rocky Ammerman and others requested that a general statement regarding data privacy be created that can be attached to all emails that may contain sensitive information. Scott agreed that such a statement would be beneficial, and will contact the committee via email about the issue prior to the next meeting.

Recorded by: Diane Rapacz