

Institutional Research Committee Meeting

October 20, 2010 @ 10:00 a.m.

Present: Scott Godfrey, Brian Huschle, Mary Fontes, Julie Fenning, Becky Lindseth, Kristi Lane, Rocky Ammerman, Kirsten Michalke, Sherry Lindquist, Eugene Klink

Absent: Anne Temte, Kent Hanson, Shannon Nelson, Mary Jo Bydal, Karleen Delorme, Gerald Schulte, Bob Gooden

Discussion of Data Privacy Statement - Handout

Scott reported on a request from Rocky regarding the idea of having a data privacy statement included with e-mails that include private information. Both campuses have policies and procedures and Scott wants to cite the policies that are already in place. The committee reviewed the handout that Scott provided regarding the "Data Privacy Statement". He stated that this statement was open to comment or alteration. This statement will be used whenever data is sent via e-mail as an additional attachment. Scott will update the statement with the comments provided by the committee.

A suggestion was made to maybe set-up an automatic reply that includes the "Data Privacy Statement" with the request for data. Julie will check with Stacey on an automatic reply in groupLink.

A suggestion was also made to set-up an Institutional Research page on the website which would list the policies and privacy statements.

Scott will draft a revised data privacy statement and will e-mail to the committee for review.

Review of Committee Work Plan and Measurement of Activities

There were no concerns or comments expressed over the measurement of activities. The work plan was reviewed and discussed. In the future, the committee will need to talk about requests from external agencies.

Discussion Regarding Requests for Data by Campus

It is a growing issue that requests for data be broken down by campus. It was noted that there are problems pulling information by campus within the database, especially when talking about headcount. The committee might need to establish some common guidelines for requests. There was discussion regarding this issue.

Scott asked for volunteers to participate in a small group that needs to tackle these questions and set- up a standard definition and query to request data.

Other

Recorded by: Diane Rapacz