

Institutional Research Committee Meeting Minutes
August 15, 2011 at 10:00 am, adjourned at 10:40 am

Present: Sherry Lindquist, Mary Fontes, Kent Hanson, and Jason Pangiarella

Absent: Anne Temte, Gerald Schulte, Julie Fenning, Bob Gooden, Gene Klinke, Becky Lindseth, Karleen Delorme, Mary Bydal, Michelle Bakken, Kirsten Michalke, Kristi Lane, Rocky Ammerman, and Brian Huschle.

1. **System Survey Report** – Sherry Lindquist shared the draft versions of Northland's response to the system surveys on Fiscal Sustainability and Student Success Strategies. Mary Fontes suggested including a comment in the Student Success Strategies survey about the need for an easily accessible set of ISRS data definitions that could be consulted by those doing data entry throughout the college. This was added to the survey. The draft versions of both surveys were forwarded to President Temte and Becky Lindseth for final review before being locked on August 19, 2011.
2. **Institutional Research Priorities for FY2012** – As the college no longer has a full-time institutional researcher, the committee discussed prioritizing IR efforts for the coming year. The areas raised in discussion will be the focus of the next IR meeting, set for 10:00 am on September 12, in EGF 115/TRF 545 as the committee develops the FY2012 work plan. Possible focus areas identified at the meeting include:
 - a. SENSE (fall 2011)/CCSSE (spring 2012)—publicizing how Northland can benefit from the survey data, encouraging active participation, developing a format for sharing results in spring and fall 2012.
 - b. Pathways data and reporting requirements for the new Higher Learning Commission accreditation format, including the Annual Institutional Data Update—more detail available in April 2012, but putting it on our radar now
 - c. IPEDS reporting—what the system is reporting for us, what we are reporting, how we are sharing the data
 - d. Program Review and Assessment Data—what are we collecting ("Chart of Institutional Effectiveness" from D2L Data Repository), are we satisfied with what we are collecting, and how are we analyzing/using the data to improve instruction/student success
 - e. Developing a Sharepoint system format for pushing data out to employees, students, and the public (keeping in mind the "move it securely" guidelines established by the system (per recent webex session attended by Mary Fontes)
 - f. Creating a database of required and optional data reporting done at Northland, to include requesting agencies, names of reports, persons responsible for collecting and submitting data, whether the data can be displayed publicly, sources for data, how results are shared and used to inform future practices
3. **Meeting Schedule for 2011-2012** – We will generally meet the third Monday of the month from 10-10:55, with exceptions in January 2012 (no meeting) and May 2012 (meet the first Monday). The dates are listed below. All meetings are set for polycomm, in room 115 (EGF) and 545 (TRF). Appointment email messages will be sent out approximately two weeks before each meeting, along with a tentative agenda.

FY2012 Meeting Dates: September 12, October 10, November 14, December 12, February 13, March 12, April 9, May 7