

# **Institutional Research Committee Meeting Minutes**

September 12, 2011, at 10:00 am, adjourned at 10:50 am

## **Present**

Sherry Lindquist, Mary Fontes, Kent Hanson, Brian Huschle, Mary Bydal, Julie Fenning, Kirsten Michalke, Kristi Lane

## **Absent**

Jason Pangiarella, Anne Temte, Gerald Schulte, Bob Gooden, Gene Klinke, Becky Lindseth, Karleen Delorme, Michelle Bakken, and Rocky Ammerman

## **Approval of Minutes**

The minutes of the July 2011 and August 2011 meetings were approved.

## **System IR Report**

Sherry reported on IR activities at the system level, including efforts to complete the Net Price Calculator and Gainful Employment Reporting. For details on the draft versions of these federally-mandated web requirements, contact Sherry Lindquist. There was brief discussion of the possibility of having Dave Dumbeck write some code for us to query students about their declared major during the registration process, along the lines of what Alexandria and some other institutions are doing, to improve the accuracy of our majors data. This will be discussed at the next meeting to determine whether we want to explore this option.

Sherry also informed the committee that the system office will now be entering all the IPEDS data for Northland, with the exception of the Institutional Characteristics. (Note—the web link for our Net Price Calculator will need to be included in our Institutional Characteristics.)

## **SENSE Update**

The Survey of ENtering Student Engagement will be conducted this week and next week on both campuses. When the results become available, the committee will want to share them with the college community as soon as possible to seize the momentum and close the "feedback" loop for those who participated in the survey.

## **Data Routing**

Mary Fontes raised the issue of data requests and information not getting routed to the correct person. In her capacity as Institutional Research Coordinator, Sherry would be willing to serve in this capacity if administrators and/or faculty would like to designate her as the primary contact for their external data reporting. She is currently serving in that capacity for the system IR meetings, to forward pertinent information to appropriate employees.

## **Work Plan**

The committee reviewed the current work plan for FY2010-FY2011 and determined that a number of tasks had been completed, while others might need to be revised. Sherry will circulate a draft version of the "final" report for the existing work plan, with the goal of submitting it to the President's Cabinet by November 2011. The committee also reviewed suggestions for its FY2012-FY2013 work plan, in light of the reduced staffing in institutional research and the importance of focusing on a few key areas. Four areas were identified—external reporting, internal reporting, a

feedback loop, and a revised data repository. A draft version of the FY2012-FY2013 work plan will be circulated to committee members for review and comment, to be finalized at the October 2011 meeting.

## **Data Repository**

Northland's institutional data is housed in several locations, with a significant amount in the Desire2Learn repository. In an effort to mirror movement at the system level, Sherry suggested we consider using Microsoft® SharePoint, a secure, web-hosted environment. Northland has SharePoint access at present but has not utilized it. Sherry is reviewing training materials from Stacey Hron to begin the design process. Other interested committee members are encouraged to contact Sherry if they would like to be involved at the design stage. The entire committee will need to be involved in decisions related to data privacy at the site and in determining what material from the SharePoint site can be moved to the college web site. The committee concurred that we should make every effort to make the majority of SharePoint information available to the public after appropriate steps have been taken to preserve confidentiality when needed.

## **Data Definitions—HOMEWORK—due September 30...(please!)**

Help! The new IR Coordinator is trying to wrap her head around all the data fields that exist in the system universe, to be better equipped to respond quickly to data requests. To that end, she would appreciate it if committee members could take a few minutes over the next two weeks to jot down the field names and definitions for ISRS/DARS/APPSODS, whatever, along with the names of tables or reports that they use regularly. This could be in a Word document or an Excel spreadsheet. The information will be correlated and then sent out to everyone before the next meeting. Eventually, the aim is to create a data dictionary for use by future generations (so you're working for posterity!).

## **Next Meeting**

Our next meeting will be Monday, October 10, in room 115 (EGF) and 662 (TRF). Appointment/agenda emails will be sent out approximately two weeks prior to each meeting. Remaining FY2012 Meeting Dates: October 10, November 14, December 12, February 13, March 12, April 9, May 7.