

Institutional Research Committee Meeting Minutes

November 14, 2011, at 10:00 am, adjourned at 10:50 am

Present

Sherry Lindquist, Rocky Ammerman, Becky Lindseth, Jason Pangiarella, Bob Gooden, Mary Fontes, Mary Bydal, Kristi Lane, President Temte, Brian Huschle

Absent

Julie Fenning, Kirsten Michalke, Karleen Delorme, Gerald Schulte, Michelle Bakken, Gene Klinke

Approval of Minutes

The minutes of the September 2011 meeting were approved and will be submitted to Karleen Delorme for posting on the web.

Approval of FY2011 Work Plan Final Report

The report for the FY2011 Work Plan was approved and will be submitted to Cindy Cedergren for review by the President's Cabinet.

Approval of FY2012 Work Plan

The FY2012 Work Plan was approved and will be submitted to Cindy Cedergren for review by the President's Cabinet

In discussing the work plan, committee members volunteered to be points of contact to gather and report information submitted by other committee members and possibly serve in smaller working groups throughout the year, as the committee works through the four key areas, as outlined below:

External Focus—Mary Fontes, Rocky Ammerman, and Brian Huschle

Internal Focus—Mary Fontes, Rocky Ammerman, and Brian Huschle

Feedback Loop—Kent Hanson

Data Repository—Becky Lindseth and Sherry Lindquist

Sherry Lindquist will prepare a draft version of the external and internal data reporting agendas and circulate them to other members of the committee for review and comment within the next two weeks.

IR Updates

ISEEK: Sherry will prepare program-specific copies of the database in PDF format for review and comment by program faculty in preparation for next year's survey.

Net Price Calculator: This federal financial aid tool is now in place and available for review at Northland's [Financial Aid](#) page, with a link also included on the Registration page.

Gainful Employment Reporting: The first system-wide draft sent to US Department of Education for review last week. System IR directors will be meeting this week to begin reviewing any errors. A big shout out to Rocky for fixing our majors data—we had very few errors.

Wintergreen/Orchard House Survey: This survey is a 28-screen online survey from a company that compiles the information and sells it online (see [College Atlas and Planner](#)). This is an extensive request for information that duplicates much of what is already available to MN and ND high school counselors through ISEEK and IPEDS. Unless someone thinks this is essential, my suggestion is to retain a copy of the survey to fill in for next year and pass on it for now. I have sent a request to the system Institutional Research listserv. If I hear anything prior to the end of the semester that would indicate we should submit this survey, I will pass it along for your consideration before making any decision.

SharePoint Update

IT will be creating a workspace to develop a SharePoint site. More information on how this is progressing will be reported at the next meeting.

Fact Book

The fact book will be expanded to include HLC accreditation data and other data as needed/determined by our "External" and "Internal" focus reviews. The information will be packaged by interest area rather than being available as a single document, such as Student Demographics, Facilities, Employees. The "books" will be available in an interactive html format and a printable PDF format. Becky Lindseth and Sherry Lindquist will arrange a meeting with Jason Trainer and Chad Sperling to review the best format for this information on the web. Committee members are encouraged to visit the University of North Dakota's fact book, available at their [Institutional Research](#) site. It is an excellent model with many positive peer reviews.

The basic format for each "book" would include highlights from the past year in that area, a brief explanation of what is included in the book, relevant data presented in multiple formats (spreadsheets, charts, graphs), and a brief explanation of the significance of the information.

Committee members are encouraged to look at pages 7-9 in version 2.0 for a list of data we should be including but do not currently have. Anyone with information about where the data might be found and who might be best suited to locate it are encouraged to contact Sherry Lindquist.

Next Meeting

Our next meeting will be Monday, December 12, 2011, from 10-10:50, in 115 (EGF)/545 (TRF). An appointment email with the agenda and attachments will be sent out approximately two weeks prior to the meeting, including the most recent version of the fact book. Remaining FY2012 Meeting Dates: February 13, March 12, April 9, May 7.