

Institutional Research Committee Meeting Minutes

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

Present

Karleen Delorme, Mary Fontes, Bob Gooden, Sherry Lindquist, Becky Lindseth, Gerald Schulte, Mary Bydal, Brian Huschle, Jason Pangiarella

Approval of Minutes

The minutes of the November 2011 meeting were approved and have been submitted to Karleen Delorme for posting on the web. Under discussion of minutes, the committee decided that future appointment notifications would include necessary documents for the meeting, to be sent two weeks prior to the meeting date. A reminder email to review documentation will be sent three to four days before the meeting.

ISEEK Update

ISEEK data has been converted to spreadsheet format. The three reports (*General Program Information*, *Flexible Academic Programs*, and *Annual Consumer Report*) are now posted in the NCTC Data Repository in D2L (check under the "Student" tab for "Ongoing" when you log in to D2L). Discipline-specific reports will be sent to program faculty for review in late January to prepare for next year's ISEEK update. The chair will make any changes to the master spreadsheets.

Wintergreen/Orchard House Survey

After discussion, the committee decided not to complete the survey. The chair contacted the survey coordinator and indicated Northland would send a copy of its Students and Programs Fact Book for FY2011 upon request to see if useful information could be extracted. The committee determined that at this time, staffing levels do not allow sufficient time for completion of non-system voluntary surveys.

Update on Data Archives/Requests for Submission

Committee members are continuing to submit data for the fact book. A new version will be sent within the week for review. Please check the table in the "Overview" document for data that you may be able to supply. In addition, please submit any FY2011 highlights for your area that you would like to have included in the fact book by December 31, 2011, for inclusion in the version that will be presented at the January 2012 In-Service.

College in the High School NACEP Accreditation Request

The committee concurred with the chair that the Institutional Research Committee should not act to provide evaluations of data for groups requesting its assistance but may offer suggestions for "next steps" in data gathering and analysis projects for program accreditation and other purposes. The committee will develop a set of guidelines in the spring semester 2012 related to data gathering and analysis requests and have members available for small group orientation/information sharing on best practices related to institutional research.

Fact Book Update

A tentative publication date of January 2012 was discussed. The fact books will be available in the NCTC Data Repository, identified by version, to allow for possible updates throughout spring semester as more FY2011 data becomes available. The fact books will be published in PDF and Word format to allow potential users maximum flexibility.

Data Agenda Spreadsheet

Mary Fontes noted the correction on the faculty component for CCSSE—"CCFSSE—Community College Faculty Survey of Student Engagement." ¹Becky Lindseth reported that Northland is joining with six other system institutions in an RFP for an institutional climate survey, with a tentative administration date of March 2012. Sherry Lindquist suggested this cohort of institutions might also explore options for an institutional research regional cooperative.

Mary Fontes also reported on the difficulty in analyzing the qualitative portions of two institutional surveys, the Survey of Enrollment Experiences and the Graduate Exit Survey. The data here is rich, and if the committee is able to find a way to get the data analyzed in a timely and cost-effective manner, it could yield useful results for the student services and marketing areas in particular. This topic is expected to be discussed further in the spring of 2012 as the committee looks at feedback mechanisms.

Next Meeting:

Our next meeting will be Monday, February 13, 2012, from 10:00 to 10:50 am in EGF (115) and TRF (545). An appointment notice with agenda and attachments will be sent out two weeks prior to the meeting and a reminder three to four days prior to the meeting. Our remaining meetings for FY2012 are as follows: March 12, April 9, and May 7.

¹ See URL: <http://www.ccsse.org/CCFSSE/CCFSSE.cfm>