

# Institutional Research Committee Meeting Minutes

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February 13, 2012, at 10:00 am, adjourned at 10:50 am

## **Present**

*Karleen Delorme, Mary Fontes, Bob Gooden, Sherry Lindquist, Becky Lindseth, Mary Bydal, Brian Huschle, Kristi Lane, Julie Fenning, Rocky Ammerman*

## **Approval of Minutes**

The minutes of the December 2011 meeting were approved with the correction of the CCFSSSE and have been submitted to Karleen Delorme for posting on the web. Sherry Lindquist will also post them in the SharePoint IR Workspace.

## **Program Review Data Requests**

Academic Deans and the Vice President for Academic and Student Affairs will be contacted by the chair to request an early alert whenever possible for upcoming data requests from faculty members, such as new data requirements for program review reporting. This will help the committee and the chair process those requests in a timely fashion and request new ISRS reports from Dave Dumbeck if needed.

## **IR Workspace**

Please send any comments/feedback about the space to the chair and try to visit the site within the next two weeks. Sherry Lindquist will be seeking additional training to be able to create workflows, design and administer surveys, and create sub-groups with additional nested homepages, such as accreditation/program review. Anyone interested in training or working on the webpage should contact Sherry. President Temte requested that the committee look at developing its space as a model for other committees to use in sharing data for analysis and review, including Cabinet, Noel-Levtiz Strategic Enrollment Planning, and system/institutional/departmental work plans and progress with a focus on each group's intentions, actions, and outcomes.

## **Fact Book Update**

The most recent versions of the Fact Books and a "To Do" list are in SharePoint IR Workspace. Human Resource data on employees and financial data has been recently received and will be incorporated in version six. An email will be sent to committee members when that is complete. The reports will be available to all employees through the IR Workspace. Future data repository items will be stored in the IR Workspace rather than in the D2L Data Repository.

## **ISEEK Update**

Requests to review and revise information were sent to program directors in January, with a deadline of February 29, 2012, to respond. Sherry Lindquist will follow up with any program faculty members who did not respond by March 15. The most common question has been what was entered as program fees in the Consumer Information section. Shannon Jesme has been fielding some of these questions. Bekcy Lindseth will let Shannon know that she can forward any of these requests to Sherry Lindquist. This may be an area where academic deans might want to take the lead to insure that we are providing accurate information to students and parents, in light of new federal requirements related to the Net Price Calculator. Sherry Lindquist will pass the information along to deans and will post the completed ISEEK spreadsheets in the IR Workspace by March 31, 2012, for any further review/corrections.

## **New Survey Request**

We have been invited to participate in another voluntary survey. Since the survey is not system-mandated, the committee will not be participating at this time. One suggestion for future determinations would be to determine how closely the population served by the survey matches a population Northland is targeting as part of its overall strategic marketing plan, as revised later this semester with Noel-Levitz team. When in doubt about whether to complete a survey request, the committee directs the chair to contact the system Institutional Research office and query system Institutional Research directors through the IR Listserv about past practices.

## **Review progress on our Work Plan goals**

Committee members are asked to review the items listed under "Tasks" at the IR Workspace to see if they can contribute information/data about our progress. This will be a focus of our March 2012 meeting. Please try uploading a file to an area if you are listed as the "Task" manager, to see how it works.

## **Report from Higher Learning Commission Steering Committee**

The inaugural meeting of group was originally set for earlier this month but postponed due to conflicts with the Thief River Falls campus' Open House. The group is scheduled to meet later today and copies of those minutes will be sent to IR Committee members.

Northland will be following the new Open Pathways format for accreditation. Please review the new criteria and core component definitions and the timeline. We will need to select our quality initiative soon.

## **Strategic Management Information Request**

Mary Fontes informed the committee of some data requests likely to come in as a result of our preparations for the Noel-Levitz Strategic Enrollment Management visit in April 2012. The focus of

discussion was on the accuracy and completeness of retention data. Sherry Lindquist will send a copy of what has been gathered thus far to Rocky Ammerman for review.

## **Survey Coordination**

Mary Fontes also brought up the issue of coordinating surveys. Marketing conducted a survey earlier this year that was approved by Northland's Institutional Review Board that might have also been an effective way to include the Survey of Enrollment Experiences questions, but since Mary did not know the other survey was being conducted, it was a missed opportunity. Sherry Lindquist will contact the IRB chair, David Christian, and cc Brian Huschle and Kent Hanson, to see if the two groups can work to develop a survey protocol to maximize our survey efforts without duplication of effort.

## **Next Meeting:**

Our next meeting will be Monday, March 12, 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: April 9 and May 7.