Present: M. Broderick (Charter Oak), C. Coperthwaite (BOR SO), A. Davis (BOR SO), M. Diorio (Tunxis CC), D. England (Tunxis CC), P. Fitzpatrick (Norwalk CC), J. Kiehne (BOR SO), B. Klimczak (BOR SO), W. Gammell (BOR SO), Q. Mack (Asnuntuck CC), T. Mitman (Housatonic CC), D. Nielsen (Manchester CC), D. Sohan (Quinebaug Valley CC), V. Tong (Gateway CC), J. Wilcox (WCSU)

WebEx: C. Boger-Hawkins (Northwestern CT CC), Y. Kochera-Kirby (CCSU), B. Lashley (ECSU), L. Qin (Three Rivers CC), R. Riccardi (SCSU), L. Rodrigues-Doolabh (Naugatuck Valley CC), J. Schaeffler (Housatonic CC), J. Wang (Capital CC)

Guest(s): Phyllis Perry (Student and Academic Information Services-Banner Student Team)

Welcome
W. Gammell welcomed the group and thanked all who navigated thru the winter storm to attend. A WebEx meeting was set up (THANK YOU JAN KIEHNE!!) for those who couldn't attend. This was Benjamin Klimczak's last IRC meeting – everyone wished Ben a bon voyage, shared memories, and wished him good luck in his new position.

Review of Minutes from November 14, 2014
The minutes were approved with one correction.

Update on Staffing for the Office of Policy, Research, and Strategic Planning
W. Gammell provided the update. We are working to have one or two IT staff persons "fill in the gap" in Benjamin's absence. Regarding the IR Accountability Manager position, the two finalists both declined the position. If you have any suggestions on how to approach filling this position (Reopen search? Temporary IPEDS person?, etc.), please let Bill know. D. Sohan agreed to still be the IPEDS contact in the interim.

ConnSCU Commons
C. Coperthwaite gave an overview and demo of ConnSCU Commons. Some IR Directors are already members, but if you are not, please let Corby know and she will add you to the Office of Policy & Research Information Share. Please let Corby know of other items you would like to see posted. These should be public domain documents, nothing of a sensitive nature.

Update on PRI: Credit/Non-Credit Workforce Development Certificate Programs
C. Coperthwaite reported. The Program Review and Investigations Committee conducted a recent review of the credit/non-credit workforce development certificate programs. To view their findings, please follow this link http://www.cga.ct.gov/pri/2014_HEC.asp
Phyllis Perry reported. Five community colleges (Capital, Gateway, Manchester, Middlesex, Norwalk) are participating in the Health and Life Sciences Career Initiative. There is an established cohort to track participation. Enrollment reports will need to be provided for every quarter which is a typical requirement for federal grants. Phyllis can provide requirement information for the community colleges involved with this grant. Concurrent enrollment is being defined (CCP – College Career Pathways). What will it look like in the fall? It needs to meet NEASC standards. There will be a meeting to discuss CCP on January 23, 2015, which Bill Gammell will attend. Currently, CCP students are not part of IPEDS reporting. How these students will be reflected in Banner needs to be defined. NEASC has given us a deadline of fall 2015 to define.

**Update on IPEDS**
Donna Sohan reported. She is coordinating the fall batch upload with Scott Ciecko (OHE). Veterans’ info was sent out. Some folks have already locked their SFA survey. Continue to contact Donna with IPEDS questions at DSohan@qvcc.commnet.edu. Benjamin Klimczak stated that the SOC codes are not in the I09 Extract so you’ll need to use last year’s. He provided counts and $ amounts for the APP fringe benefits. It’s done alternate years and is to be done for this year.

**Update on Data Warehouse Development**
Jan Kiehne reported. Meetings have been held to discuss a system-wide data warehouse; however, the scope hasn’t yet been defined. The RFI is almost complete and will be sent out the week of January 23rd. There needs to be agreement about the scope of the system-wide data warehouse. WebFocus was purchased for the CSUs to replace Hyperion. Either Argos or WebFocus could be used as front end for the data warehouse. Jan will send a copy of the RFI to the group.

**Gainful Employment**
Benjamin Klimczak reported. Gainful employment information is federally mandated for any school that offers vocational certificates. We need to provide disclosure (loan amount averages, default rates, average loan per student, etc.). Disclosure is due on 1/31/15 for the 2013/14 year. A discussion was held regarding where the template should be listed -- under the “Student’s Right to Know” section on each campus website? Steve McDowall has been working with campus SFA folks, so please go by the list from your financial aid office. Benjamin distributed a document - “Help With Gainful Employment Disclosures” and will send it to those not present.

**Sexual Assault “Climate” Survey**
A discussion was held. Is each campus conducting one? Should it be the same survey campus to campus? It was thought that a survey needed to be conducted by a certain date in spring 2015. Campuses are obligated to report assault(s) if you receive information of an assault(s) via the survey. It is encouraged to conduct a survey but not mandated. QVCC wanted to “test the waters” so to speak and survey students regarding feeling safe on campus, safe in parking lot.
Update on PA 12-40 Research Design Task Force
Bill Gammell reported. The first meeting was held on 12/19/14. The second meeting is scheduled for today at 1:00 p.m. The task force had expressed concern over data being possibly analyzed inappropriately. The task force will identify best practices. Overall the first meeting went well. The PA 12-40 Advisory Council will be meeting next week.

Reverse Transfer Initiative
Tabled – Michael Rooke was unable to attend the meeting.

Institutional Updates
Tabled due to time constriction.

Q & A
Tabled due to time constriction.

New Business
Tabled due to time constriction.

Next Meeting
Friday, February 13, 2015

Adjournment
The meeting adjourned at 12 noon.