

Connecticut State Colleges & Universities
Institutional Research Council
March 14, 2014 – 10:00 a.m.
39 Woodland Street – Hartford
~Meeting Notes~

Present: C. Boger-Hawkins (Northwestern CC), M. Broderick (Charter Oak), Y. Kirby (CCSU), P. Carmichael (Middlesex CC), C. Coperthwaite (BOR), A. Davis (BOR), M. Diorio (Tunxis CC), P. Fitzpatrick (Norwalk CC), J. Kiehne (BOR), B. Klimczak (BOR), B. Lashley (ECSU), Q. Mack (Asnuntuck CC), D. Nielsen (Manchester CC), L. Qin (Three Rivers CC), Lisa Rodrigues-Doolabh (Naugatuck Valley CC), J. Schaeffler (Housatonic CC), D. Sohan (Quinebaug Valley CC), V. Tong (Gateway CC), J. Wilcox (WCSU) T. Yungclas (BOR)

Absent: D. England (Tunxis CC) L. Friedman (Naugatuck Valley CC), R. Riccardi (SCSU), J. Wang (Capital CC),

Guest: Aynsley Diamond.

Welcome and Introductions: T. Yungclas opened the meeting asking everyone to introduce themselves.

Review of Minutes from 2/21/2014 Meeting: Minutes were accepted with no changes.

Update on Transition and Searches by T. Yungclas:

Searches:

- Chief Information Officer has been hired: Joe Tolisano from Eastern CSU. His start date will be sometime in April.
- VP for Real Estate, Facilities and Infrastructure is Keith Epstein. Keith began his duties March 7.
- Director of Policy and Research: Final 2 candidates will be in the system office on March 18 and April 2. The Directors of IR received an email today inviting them to participate in a meeting with the candidates. The first meeting will be at 1:30 On Tuesday, March 18. If anyone has particular questions they would like the search committee to ask, please email Ted by Monday. *Update note (3/17/14):* March 18 candidate has withdrawn.
- System office recognizes that the current Business Intelligence Architecture structure is limited and inadequate and will be addressed with each candidate. Conversations will occur to discuss continuity and good communication.

Other Updates:

- The current Student Banner team is remaining (Nancy Melnicsak, Phyllis Perry, and Brenda Zanta)
- The interim IPEDS coordinator is Donna Sohan (Quinebaug CC) who is working at the system office two days a week to coordinate the spring IPEDS collection.

Update on IPEDS:

- Spring IPEDS:
 - **Finance:** For the Community Colleges, the Finance data is uploaded to the NCES website from the system office. We will be notified when we can review it and lock it. The 4 years are to enter their data directly.

- **Human Resources:** we upload directly our institutional data. However, Donna has asked the community colleges to please send her a copy of the I09 that was the basis of the data when we are finished with the survey. The 4 years should send her a copy of the data as well.
- **Fall 13 Enrollment:** The data is being uploaded from the system office based on the survey we sent in the fall. The process is rather cumbersome and we will be informed when our data is ready for review and locking. The BOR template that we completed did not include the Faculty-Student ratio which is a section of the Fall Enrollment. We will have to input that individually. As a result of this information, we discussed why we are not inputting our data directly to the IPEDS website. The group consensus is that this could easily be done when the site opens in December. It was decided that we would revisit this in the fall with the new Director of Policy, Institutional Research and Planning. We also need to make sure that the template given to us from the system office includes all the tabs of the IPEDS survey.

Clarification/Update on Special Act 13-17:

- C. Copertwaite met with the Community Colleges' Continuing Education deans to explain the template that they will soon be receiving. Each dean is to complete the second page which is to identify the WIA program and its advertized cost. We will be able to access the report on the IRC share drive and Corby asks that we look at the enrollment section (page 1) to see if anything is amiss.
- In addition, the deans have been informed that certificates for their non-degree programs are to be entered into Banner beginning May. This prompted a discussion on how is this information being communicated to the area on a campus that may be responsible for data entering especially if the CE area does not currently enter data into Banner nor report to the office who may be the one entering the data.
- Brenda Zanta is building a training protocol for the data entry.

CCP/Perkins Training: This training has been moved to May 9 following the IRC meeting.

Multiple Measures:

- Dr. Aynsley Diamond, Transfer and Articulation Policy Manager, reported that a team took part in the Multiple Measures conference in February 7 at Middlesex Community College. The Student Assessment measures have been collected. The list will be culled down further. The current assessment tools will continue and there will be a place for non-cognitive assessment.
- Aynsley reported that a discussion needs to occur as to where will this information be captured in Banner.
- D. Nielson commented that since the GPA from high school is a better predictor of success, are we looking at this? Another question was whether there was a psychometric value to this measures which Ainsley said no.

Update on I09 (specific to Community Colleges only)

- B. Klimczak reported as to why there were SOC errors or omissions in the I09 report. He reminded us that that the I09 was a "data dump" from CORE C; however, the SOC codes we submitted last year to BOR have not been inputted into CORE. So a "workaround" was developed which joined the SOC codes to the I09. The process unfortunately does not put any SOC data into Banner.
- We can access the master file from last year from the IRC share drive.

- At this time, we are responsible for working with our HR department to have the SOC codes entered into CORE by position number. Currently, Manchester CC has completed this. Y. Kirby asked whether the upload of the SOC codes could be a batch process into CORE.
- At the suggestion of the group, T. Yungclas will work with Laurie Dunn (Director of HR at the system level) to make sure the appropriate conversation occurs with the institution's HR directors as well as to discuss the possibility of a batch upload.
- A discussion occurred as to who should be the one to "create" a SOC code for a new employee. The consensus was that the IR person should do this and communicate it back to HR.

Update on Gainful Employment

- Historically this report has been handled by the system office for the community colleges. With the change in personnel, B. Klimczak handled it and asked the CC's to post the information on our respective college websites.
- One field was found to be incorrect due to the data feed (median loan amount). As a result, we are to go back to the IRC share drive and check to see if we have any updates to add to our postings. B. Klimczak distributed a handout with instructions as to how to proceed. We have two options: upload the reports in their entirety or make the individual changes to the affected html pages.
- Benjamin thanked Jan Schaeffler (HCC) for being the first to work with her college "web experts" to upload her data which many of us then used as a template.

EMSI Presentations: None at this meeting; however we are encouraged to consider presenting. Ted will present an EMSI update to the Council of Presidents on March 17.

Other Information:

- Electronic transcript: J. Kiehne provided an update. About a year ago 4 year schools were working with the State Department of Education (SDE) to pilot the exchange of electronics through the National Transcript Center (NTC), a service offered by Pearson. The process has not been extended beyond the pilot because NTC was purchased from Pearson by Hobsons, and questions have been raised as to whether SDE has the authority to distribute electronic transcript data since transcript information is owned by the school districts. In the meantime, BOR has been looking at purchasing a different e-transcript tool called Parchment which may be sister tool for districts which utilize the Naviance system for managing college and career readiness data.

Q and A:

- Complete College America: the system is still expecting us to complete it. However, no data has come back. There needs to be an articulated reason for doing this. The discussion that followed centered on three concerns
 1. The inconsistency of definitions between the states and how useful will this be?
 2. The labor intensiveness of the project
 3. What is the output of this survey? T. Yungclas will pursue this.
 4. In the past, B. Klimczak has been completing this for the community colleges; however this will be discussed at the system level as to whether B. Klimczak will continue to provide this for the community colleges.

- Y. Kirby asked about the Graduate Survey that the 4 year schools have been doing. They will not be continuing with this Graduate Survey. The community college survey on recent graduates is still on the calendar to be launched this summer.
- McGuire Associates and reports: Originally they were scheduled to report to the IRC for the April 11 meeting which has to be cancelled due to the Remediation Strategies Conference scheduled that day. If McGuire is available, the IRC will meet on April 4 at 1:00. T. Yungclas will confirm this shortly.

Next Meeting: May 9: 10:00

Additional Meeting anticipated: April 4 at 1:00 with McGuire Associates

Meeting adjourned at 12:15:

Notes submitted by:

Phyllis Fitzpatrick (NCC)

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