

Connecticut State Colleges & Universities  
Institutional Research Council  
August 22, 2014 – 10:00 a.m.  
61 Woodland Street – Hartford  
~Meeting Notes~

Present: R. Bhatt (WCSU), C. Boger-Hawkins (Northwestern CT CC), P. Carmichael (Middlesex CC), C. Coperthwaite (BOR), D. England (Tunxis CC), P. Fitzpatrick (Norwalk CC), B. Gammell (BOR), B. Lashley (ECSU), Y. Kochera-Kirby (CCSU), Q. Mack (Asnuntuck CC), D. Nielsen (Manchester CC), D. Sohan (BOR/Quinebaug Valley CC), V. Tong (Gateway CC), J. Wang (Capital CC).

Phone: L. Friedman (Naugatuck Valley CC), L. Qin (Three Rivers CC)

Absent: R. Riccardi (SCSU), M. Broderick (Charter Oak), J. Kiehne (BOR), B. Klimczak (BOR), J. Schaeffler (Housatonic CC); J. Wilcox (WCSU), A. Davis (BOR)

Guests: Nancy Melnicsak and Phyllis Perry (BOR–Student and Academic Information Services/Banner Student Team)

#### Welcome

B. Gammell welcomed everyone to the meeting.

#### Review of Minutes from June 13, 2014

Two revisions were requested: 1) Under IPEDS, add that the Completions report due date has been moved to Sept. 2, and 2) delete the word “until” in the sentence “the window is open until August 6. A motion by B. Gammell to accept the minutes as revised were approved unanimously.

- **Action item: To have the attendance list reviewed with Annie Davis as it currently has multiple individuals on it from the same institution which may not be necessary as an attendance check in.**

#### Update on Search (Institutional Research Accountability Manager)

The search committee has been formed and will meet on Sept. 12 to receive its charge from Human Resources. Three community college representatives and two Conn State University representatives will be on the committee. Bill would be interested in having a larger pool of applicants than current and encouraged us to discuss this position with our colleagues.

#### NSLVE (National Study of Learning, Voting, and Engagement)

Bill reported that this is being conducted by Tufts University. Bill authorized Tufts to contact individual schools to participate but we may opt out of participating. Several institutions indicated they participated in this survey in the past (Middlesex CC, CCSU, and Asnuntuck CC). Tufts is initiating contact with the Academic Affairs Dean or Vice President.

#### Update on IPEDS

D. Sohan explained that the Completions survey will be batched uploaded to IPEDS. The template that we received came from OHE. Since several have seen some programs not on your template, it brought to light a disconnect in the approval process since there is no longer a Department of Higher Ed. Bill is working on how OHE will be notified in the approval process. An ARGOS issued was identified in Benjamin’s absence which will be addressed when he returns. Completions is due Sept. 2 to D. Sohan.

Y. Kirby clarified a possible issue of Certificates that are ‘post-baccalaureate’ awards.

#### Reporting Calendar

The draft of the reporting calendar was distributed in late June. Freeze dates will be added to the calendar.

- **Action item: Resend the reporting calendar**

#### EMSI

Bill reported that the EMSI contract will continue for another year. He wants an earnest effort in promoting this program on our campuses and to contact him directly if we need any assistance in completing an EMSI report. He will use this year to

evaluate the program. As a result of continuing with EMSI for this year, the CSSE/SENSE surveys will not be purchased this year. During the year we will have an opportunity to discuss priorities in budget allocations for the 2015-16 budget.

EMSI is coming to individual campuses this fall to do a presentation (Gateway, Middlesex, and Asnuntuck).

- **Action item: Jan Kiehne will be asked to see if EMSI has available dates to meet on other campuses or if we can sit in on his presentations.**

D. Nielson reported that Manchester CC is negotiating with EMSI about conducting an Economic Impact Study.

#### Student and Academic Information Services (Banner Student Team)

- *College Careers Pathway:* Nancy Melnicsak discussed the recent wave of emails regarding the College Career Pathways. There is a possible interest from NEASC to include these numbers in enrollment. The confusion comes from the IPEDS definition of "dual enrollment". As a result, we may need to clarify how we are tracking CCP students in Banner. Currently they are captured in POT 9.
- *Cohort Codes:* Nancy reported that they are adding the cohort code to the Student table in F22 so that it mirrors what we see in the F05. In addition, Nancy reminded the colleges they have received a cohort code for the GoBack2GetAhead students. She mentioned this because it came up at the recent BOR meeting that tracking should be occurring.
- *Developmental Courses:* Mike Gargano is in need of the Community College courses to be coded as: Intensive/Embedded/or Transitional. The F22 will be modified to include these additional attribute codes. (Currently, only one attribute code is included on the SWRSXCA table.) Transitional courses should not be credit courses.
  - V. Tong asks that modifications be made to test tables in the frozen extract (SWRXF22) so that multiple test scores are present. Currently it is the last test taken not the best score. Everyone agreed that the best test score should at least be present. So having all test scores in would be helpful.
  - The Student Team will follow-up with Corby, Vincent and Qing for clarification on the request.
- *Veteran's Data:* D. Sohan asked for an update on an earlier request to provide Veteran's data now that it is required in IPEDS Financial Aid survey. Nancy confirmed that there is a Veteran's Council and should be brought together so they are aware of this new reporting requirement. The Student Team will discuss this issue with Donna, Corby and the Veteran's Council.
  - **Action Item: An update of this request will be provided at the October IRC Council meeting.**

#### New Discussion:

D. Nielson asked that the Grade Distribution report that recently was sent to the Academic Deans be better formatted.

Q. Mack reported that some of the Banner reports are not updated. She and Jenny will meet and then present a list to Corby who will bring it to the Banner student team for review and discussion.

Bill reported that he meets twice a week with Benjamin and Corby to discuss requests and on-going projects (a triage meeting). As a result of these meetings, he asks that he be copied on emails to Benjamin and/or Corby about data requests. He envisions that Jan Kiehne will be part of this meeting in the future.

#### Old Business

Bill confirmed that we now have a feed from COSC to the Banner system so we can identify the GBTGA students. This will enable follow up analysis of how well these particular students persist.

#### Adjournment

The meeting adjourned at 12:00 p.m.

Next Meeting: September 12

Meeting notes submitted by,  
Phyllis Fitzpatrick  
Norwalk CC