

Connecticut State Colleges & Universities
Institutional Research Council
September 12, 2014 – 10:00 a.m.
61 Woodland Street – Hartford
~Meeting Notes~

Present: R. Bhatt (WCSU), C. Boger-Hawkins (Northwestern CT CC), M. Broderick (Charter Oak), P. Carmichael (Middlesex CC), A. Davis (SO BOR), D. England (Tunxis CC), P. Fitzpatrick (Norwalk CC), W. Gammell (SO BOR), J. Kiehne (SO BOR), Y. Kirby (CCSU), B. Klimczak (SO BOR), B. Lashley (ECSU), D. Nielsen (Manchester CC), L. Qin (Three Rivers CC), R. Riccardi (SCSU), L. Rodrigues-Doolabh (Naugatuck Valley CC), J. Schaeffler (Housatonic CC), D. Sohan (Quinebaug Valley CC and SO BOR), V. Tong (Gateway CC), J. Wang (Capital CC), J. Wilcox (WCSU)

Absent: C. Coperthwaite (SO BOR), Q. Mack (Asnuntuck CC)

Guest(s): Nancy Melnicsak (BOR Student and Academic Information Services/Banner Student Team)

Welcome

W. Gammell welcomed everyone to the meeting.

Review of Minutes from August 22, 2014

After it was requested to add "New Business" as a standing agenda item, the minutes were approved unanimously.

Action Item: Going forward, add "New Business" as a standing agenda item.

Update on Search (Institutional Research Accountability Manager)

Prior to the IRC meeting, the search committee met and received their charge from Human Resources. A set of interview questions will be developed at the next search committee meeting, occurring Friday, September 19th.

Update on IPEDS (and ARGOS/12-month enrollment IPEDS report)

D. Sohan reported that the completions template is ready to be uploaded but is currently on hold while we wait for the IC headers to be locked.

A discussion was held about the BOR resolution regarding program "phase out" mode and how this is communicated with the Office of Higher Education as well as phased out in the Banner system. OHE will accept an email from the Academic Affairs person on campus which will allow the programs to be uploaded as a "phase out".

Fall enrollment time is almost here. The template will be sent out around 9/16-9/17. The goal is to batch uploads earlier – at the end of the open window instead of March.

B. Klimczak thanked everyone who assisted with information during the preliminary enrollment update period. Benjamin will update the grad rate survey. The census data for summer completions is traditionally loaded into ARGOS now.

EMSI

J. Kiehne reported that we are continuing funding for next year. The contract is being reviewed. The job posting data is a new feature – Jan distributed some information. Please let Jan know if you would be interested in an EMSI demo either during or after an IRC meeting, via separate meeting, or via WebEx. EMSI is replacing CCSSE. Last month's meeting minutes stated that EMSI was to provide presentations at Gateway, Middlesex, and Asnuntuck but that couldn't be confirmed at today's meeting. A discussion ensued regarding EMSI, CCSSE, and what does EMSI provide that we can't already get for free on the web. IDEPS.org is another website that is used which includes/provides data from DOL, IPEDS, SOC Codes, states, regions, etc. EMSI seems to be more of an interactive tool. A discussion was held regarding EMSI promotion and marketing.

Action Item: W. Gammell and J. Kiehne will discuss how EMSI can be promoted and marketed to other CSCU parties.

P-20WIN

J. Kiehne reported that we are on the cusp of having some tables available, to include Employment data, wage reports (average quarterly wages), Demographic table, to name a few. She estimates availability of tables in early October. Jan distributed some labor market data/info.

Research Analyst Position at Housatonic CC

J. Schaeffler reported that there were 8 candidates, narrowed down to 6 interviews. Housatonic's interim President will be making the hiring decision.

Student and Academic Information Services (Banner Student Team)

N. Melnicsak reported that the information she provided at August's meeting has changed. Attribute codes are listed for CRN (10 attributes = 10 rows). Cohort codes have been added to the ST table. A new table has been created in F but not ready for freeze – should be ready for end of term. The first freezes all went well for the CCs – no freeze fails. Nancy stated that if you run into problems, please create a service ticket with the BOR Service Desk or Assist Banner Student Help. Additional fields in the A10 and A11 applicant extracts will be added for effective hold dates. High school GPA field added for Multiple Measures.

There will be an upgrade to Luminas/My CommNet. If you wish to get involved, contact Joe McAuliffe.

An agreement has been signed with Parchment for electronic transcript exchange (includes high school transcripts). It is a 17 college initiative to help to exchange transcripts in an efficient way to/from outside the system. Norwalk CC currently doesn't accept electronic transcripts. A change in the 2012-13 federal legislature is limiting subsidized student loans (Stafford Loans); access has been limited. Rules had to be built to cover all certificate and degree programs, i.e. outline term of courses, 2 year and 4 year, program duration rules, grad and undergrad. This is in place for July 1 so that financial aid can be submitted. There are also new clearinghouse reporting rules for the registrars, i.e. enrollment files need to be sent in every 30 days. This must be in place by October 1st.

A discussion was held about the upcoming Banner upgrade on 9/20-21 to fix the CIP code problem regarding non-degrees and non-matriculated students. Nancy and the Banner team are trying to resolve this and will communicate updates. Another discussion was held regarding duplications, 2nd majors, program 1 and program 2, primary major 1, and primary major 2. Nancy asked for samples of problems be sent to her and she will try to assist.

Institutional Updates

Tunxis CC – Getting ready for their Transform Town Hall meeting.

ECSU – They had their Transform Town Hall meeting. General consensus was there will be a lot of work but no additional staff. There were faculty concerns about ECSU's mission. The metrics portion was glossed over. B. Gammell stated that the Transform 2020 metrics are largely based on the BOR's previously approved metrics (June 2013).

Three Rivers CC – They had their Transform Town Hall meeting. Faculty concerns included the # of credits with emphasis on programs with more than 60 credits needs to be justified.

WCSU – Their Transform Town Hall meeting is scheduled for September 16th.

Housatonic CC – They are currently going thru an aggressive presidential search. A search committee was hired. An advisory committee was formed; however, the BOR will make hiring decision. October 15th is the deadline for applications; November 10th is the deadline to recommend finalists; November 19th is the date for interviews (offsite – probably at Bradley Airport); December 4th is the date to make recommendations to the BOR; December 18th the BOR makes a selection, and in 2015 the person takes office. The climate on campus is of concern that the new person would leave during an academic year to take this position.

Norwalk CC – Their Transform Town Hall meeting is scheduled for 9/24 during the afternoon of Rosh Hashanah.

Regarding the central application process, many students don't have credit cards or bank accounts which are needed for the process. Regarding the Records Office, they only have info for credit-students. What about the non-credit students? How does the Director of Records make the authorization for credit/non-credit? They are losing integrity of student records. The BOR Program Review currently goes out as far as 7 years.

Northwestern CT CC – Their Transform Town Hall meeting is scheduled for the end of September.

Northwestern currently has a flat enrollment. They will freeze later this year. President Douglass has hired a new executive assistant.

Naugatuck Valley CC – Their Transform Town Hall meeting is scheduled for 9/17. NVCC has hired a new academic dean.

Capital CC – Their Transform Town Hall meeting is coming up. CCC's academic dean has retired.

Charter Oak SC – The GBTGA initiative has produced 1,000 enrolled students.

Gateway CC – Their Transform Town Hall meeting is coming up. Student survey completed.

Middlesex CC – Their Transform Town Hall meeting is next week. They froze September 10th. The grand opening for the Center for Media is next week. Café is open. Strategizing for spring enrollment.

Manchester CC – Enrollment is down 3% - students enrolling at Goodwin?? They are down more on adult students. Allied Health is growing. The English Department is their "best customer". Manchester CC was named "one of the best colleges to attend".

Quinebaug Valley CC – For Veteran's Day QVCC is having a veteran's photograph exhibit showcasing military families and students and their QVCC connection.

Q & A

None.

Next IRC Meeting

The next IRC meeting is scheduled for Friday, October 10th – 61 Woodland Street, Regents Boardroom.

Adjournment

The meeting adjourned at 12:24 p.m.