

IRC Minutes**Friday, January 25th, 2013****ANNOUNCEMENTS:**

1. Noel-Levitz Student Satisfaction Inventory.
 - What is the deadline for submitting a completed data file for the survey to CUNY OIRA for the PMP?
 - Lehman administered the survey in the fall of 2012. Recommendations:
 - Provide #2 pencils. Golf pencils cost approx. \$10 gross.
 - Survey forms will arrive 3 or 4 days after ordering them.
 - You can order the forms and be invoiced, and then be paid.
 - Lehman ended up with about 800 surveys out of about 1500 enrolled in the sections surveyed.
 - Baruch has also already administered the survey. Information:
 - Baruch has also gone ahead with an 18% response rate from students in a no-credit Freshman Survey class.
 - Surveys were done on line at Baruch by Noel Levitz.
 - Survey links were sent to the students personal email addresses if they had it, or to their Baruch email.
 - Over 200 completed surveys have been collected so far.
 - They will now try to increase their sample with some transfers.
 - No class time was taken, but students complained about having to do this anyway.
 - The IR Council is considering a plan to report on our experience this semester and offer recommendations for the future.
2. Delaware Study of Instructional Costs and Productivity
 - This is a consortium managed by the IR Office of the University of Delaware that looks at comparative analysis of faculty teaching loads, direct instructional cost, and separately budgeted scholarly activity, all at the level of the academic discipline.
 - It did not appear that any of the colleges represented were participating; although some council members have done similar work with cost of instruction.
3. NCAA Survey
 - This survey for 4-year colleges was due date last week. Council members had some questions about reporting operating revenue and expense questions since current year is not available. Some used last year's figures from Middle States.

4. Common Data Set

- Question: Is graduation data ready in IRDB? Summer graduation would be included in the cohort outcomes since it's based on Fall outcomes.
- Ariel has provided a data table in IRDB that we can run to see what data is loaded for any semester and in which business areas.

5. CUNYFirst

- Program Codes for CUNYFirst are longer than the codes in History Facts, so program codes are sometimes truncated in IRDB, which makes it hard to use for programs. CBIL data has the full names.
- Richard at Hostos uses the Show file from IRDB as official enrollment and then matches it up by EMPL ID to data needed from student course extract file from CUNYFirst, which you save as an Excel and can work with.
- The file is the 901 file. It includes address info, major, and every course per semester.
- For Community Colleges: Initial testing placements in CUNYFirst are translated into student "Groups." Groups are labeled with a 4-character value. This will create a different way to work with Placement data.

6. February IR Council Meeting

- We expect to devote the February 22 IR Council meeting to a PMP discussion. We expect to hold it at another venue.

AGENDA ITEMS:

1. It is time once again to begin planning the Assessment/IR Councils Joint Retreat.

Some basic questions:

- When will we hold the event?
- Where will we hold the event?
- What will be the theme of this year's Joint Retreat?
- Who will be part of the committee?
- When will the committee begin meeting?

Answers to those questions. An e-mail was sent out to the Listserv to get comments and solicit participation from the broader Councils.

- There appeared to be a general consensus favoring early June; following the AIR Forum in late May, but before the PMP is due in late June.
- Representatives from the colleges can volunteer in response to the Listserv thread.
- A number of possible topics were suggested for consideration.
 - How assessment research can help decision making on campus.
 - Institutional Effectiveness.
 - Sub-theme on remediation and developmental education.
- Committee members can volunteer in response to the Listserv thread.
- The committee should meet before the next IR Council meeting, which may not be able to devote much time to planning.

2. Exchanging data between colleges.

- In cases of students who at some point attend our own colleges, we should be able to see all prior and subsequent CUNY data in the IRDB. BMCC offered to run

tests with other colleges to confirm this and to discover what differences may exist.

- For many cases, we should be able to send OIRA IDs to other colleges for analysis. However, CLIP and CUNY Start students are not matriculated, so the colleges where these programs run don't have the ability to track what happens to them afterwards if they go to another CUNY school. This may require support from CUNY Central.
- A special note: John Jay IR has been given access to data for all Criminal Justice students throughout CUNY, even if they don't go to John Jay. This will allow them to do a full assessment of the Criminal Justice programs for every student that selects the program, even if they don't finish or don't transfer.