

**IRC Minutes****Friday, August 30<sup>th</sup>, 2013****ANNOUNCEMENTS:**

- Welcome to Scott Heil, who is returning to OIRA Central to work on OBIEE.
- Documentation Wiki:
  - Sarah Truelsh reminded everyone about the documentation wiki and encourages everyone to sign in.
  - We should have all received our log in information a couple of months ago; follow up with Sarah if you do not have this information.
  - New topics are added weekly and even daily, so check back. Make this the first stop for answering questions rather than the IR Listserv.
- CBIL
  - The flash report for Fall 2013 is due Wednesday, September 4 at noon.
  - This report is an estimate of final headcount and credit hours enrollment, broken down into several student enrollment categories, which the registrars submit each fall or spring semester.
  - IR directors are advised to use CBIL data to help registrars decide on the numbers to enter into the report.
  - The enrollment figures as of 9/4/2013 are a starting point for completing the flash report. Registrars are expected to anticipate upcoming developments and give an estimate of final fall 2013 form-a enrollment figures.
- Student Experience Survey
  - The SES will continue to go out every even year, even as the Noel-Levitz SSI is issued in odd years.
  - Colin asked for suggestions for the content of the SES going forward: current questions to keep, to eliminate; new questions that might be added.
  - Colin also suggested that IR people at the various colleges send him their college-specific items from the SSI, which may be a good source of ideas for the SES.
  - Colin will follow up individually with IR directors and revisit this at the next IR Council meeting.
  - It was noted that the senior colleges may also have to administer the NSSE every three years in order to comply with VSA requirements.

**AGENDA ITEMS:**

1. Enrollment Projections Presentation by Eva Chan
  - Central Office requested Long-term projections by discipline/course, to be expressed in FTE.

- FTE is a source of confusion for the departments. There is also confusion between the projections for enrollment in the majors and for the course enrollment projections. The chairs can't understand how to project their FTE for majors and for course enrollment.
  - Eva addressed this by collecting estimations by headcount for the projection. Then convert the headcounts to FTE by major, and FTE by discipline.
  - Her method uses the ratio of FTE to enrollment by programs. She looked at enrollment by majors and FTE in the most recent semester.
  - The conversion from FTE by major to FTE by discipline was a complicated SAS project.
  - \*Ad hoc discussion on remedial needs:
  - Students with triple remedial needs are encouraged to go to CUNY Start, and these students seem to have a better rate of retention once they do matriculate to the school. Hostos give students \$75 back for CUNY Start students who complete the program and enroll in Hostos.
  - CEAFE – elementary algebra final exam from Maple system. This spreadsheet is being shared with Math departments allowing them to view results by faculty member.
2. Noel-Levitz Presentations by Richard Gampert and Sam Michalowski
- Richard shared both the presentations for Noel Levitz and for the CCLA that are being used for his presentations to Hostos.
  - Sam showed the presentation he used at their Day of Assessment. He also showed how he used Tableau (one desktop version purchased) for the presentation. CSI added questions as proposed by the administration. They also used IDs so that they could relate Noel Levitz data to institutional data. He also looked at college choice: (CSI as 1st choice was most satisfied, etc.)
  - CSI was able to pick a peer sample by paying more to Noel Levitz. This is recommended since the national sample is largely not large, urban, public colleges. He also looked at satisfaction compared to retention.
  - Sam uses CSI's Noel Levitz package to defer many requests for other surveys. He was able to break out the responses by majors.
  - Recommended that both go on the wiki.

Next IR Council Meeting: September 27, 2013