

**IRC Minutes****Friday, December 19, 2014****1. Announcements**

2015 IR Council Dates (Elisa Hertz, Guttman)

Last Friday of each month, except where noted

Friday, January 30

Friday, February 27

Friday, March 27

Friday, April 24

Friday, May 22 (2<sup>nd</sup> to last Friday to accommodate AIR conference)

Friday, August 28

Friday, September 25

Friday, October 30

Friday, November 20 (2<sup>nd</sup> to last Friday to accommodate Thanksgiving break)

Friday, December 18 (2<sup>nd</sup> to last Friday to accommodate Christmas Day closure)

The IR/Assessment Joint Retreat (Sam Michalowski, CSI)

The retreat will most likely be in April at CSI. Sam is working on finalizing the date.

Release of New Framework for College Ratings (Colin Chellman, OIRA)

The federal government's new framework for college ratings was announced in a press release by Inside Higher Ed. Focus is on income and first in family to attend college, not race and gender. There will be separate 2-year and 4-year college criteria. IPEDS and Student Loan Clearinghouse will be used as information sources. Refer to Inside Higher Ed for full press release:

<https://www.insidehighered.com/news/2014/12/19/education-department-releases-draft-framework-its-college-ratings-plan>

**2. Campus Climate Survey (Colin Chellman, OIRA)**

The survey is a collaboration between CUNY Student Affairs and OIRA; Student Affairs is the "owner."

The survey supports efforts to prevent sexual assault on campuses. They want to pilot the survey in January with volunteer campuses (convenience sample) and administer the survey electronically in March to the entire population of CUNY students. OIRA will be using a new survey tool, Snap. The survey is a high priority as it could relate to accountability issues. The Title IX webpage has guidelines on this and was the starting point. The survey is a form of action research: providing information as well as asking for information.

## 2. Noel Levitz Response Rates (Elisa Hertz, Guttman)

### Noel-Levitz Student Satisfaction Inventory Response Rates

Administration Method	Typical response rates*
Paper survey: Complete during a regular class period	75-100%
Paper survey: Distribute during a specific class period and collect it during the next class period.	30-60%
Paper survey: Administer during a free period on campus, in residence halls, or during a campus event that attracts a large number	< 50%
Paper survey: Send the inventory to students via campus mail	10-20%
Online survey	20%

\*Sources:

[https://www.noellevitz.com/upload/Student\\_Retention/SSI/SSI\\_ASPS\\_paper\\_administration.pdf](https://www.noellevitz.com/upload/Student_Retention/SSI/SSI_ASPS_paper_administration.pdf)

[https://www.noellevitz.com/upload/Student\\_Retention/SSI/SSI\\_ASPS\\_PSOL\\_ALI\\_web\\_administration.pdf](https://www.noellevitz.com/upload/Student_Retention/SSI/SSI_ASPS_PSOL_ALI_web_administration.pdf)

No information about cost for electronic surveys that are started and abandoned before completion.

Administration ideas

Brooklyn: Undecided

Macaulay: Does not administer the survey (it is administered through the home school)

Bronx: Distribute in one class and submit by next class—Intro Comp/English

John Jay: Online

Hostos: Online

BMCC: Random sample

Medgar: In class

Guttman: In class. First year students in a non-credit, required module. Second year students in a designated required class, one for each of the five majors. They've been alternating between Noel Levitz and CCSSE as spring surveys. They add their own paper sheets with supplemental college-specific questions, at the same time as administering the national survey.

Submit Noel-Levitz administration plans to OIRA by the January IR Council meeting.

## 3. IR/IT/CIS Data reporting (Chris Efthimiou, Bronx)

Bronx IT is looking into business intelligence. Bronx IT acquired Web Focus and other products to publish data. There is a need to understand which parts of campus want what sort of information. Bronx IT is wondering what sort of tool Oracle might work. Apex is a tool used – a free product with every Oracle database. It's geared toward programmers rather than staff analysts. It's a system that requires building your own customized reports.

LaGuardia IT is implementing a Microsoft/Sharepoint strategy, and not business intelligence. They are relying more on Excel 2013 for reaching into databases, such as drilling down.

There is more interest now in seeing the data in an online platform, including enrollment data, financial aid data, admissions data. It is important to keep in mind the distinction between a dashboard and using data to answer questions. The questions are: What is necessary? What workload is involved in daily refresh dashboards? (Reminder of the Tableau interactive factbook presentation last month by Scott Heil.)

Types of dashboard and dashboard-like projects:

Guttman has an IR/IT collaboration, where IT is charged with setting up a Tableau network/server to CUNYFirst/I805 and IR is charged with designing the reports and the visuals.

Dashboard for retention: Withdrawals and logins to Blackboard, for example, as an early-warning indicator. There are some reporting tools for monitoring retention.

OIRA is open to adding items that require annual updates.

OBIEE software: now developing enrollment reporting dashboard; completion perhaps sometime in 2015.

BMCC Computer Center created a student by term report from the 805 that various areas on campus can use for filtering various types of students in a term (by GPA, CUM credits, Placement Test scores, etc.) and getting lists with contact information and the various other items.

CSI only reports Form-A data, and refers all CUNY First/805 data requests to IT.

There needs to be a lead reporting steward, especially since IT may be focused more on the tools rather than what the data needs are. IR can help with interpreting and prioritizing. Planning processes can help IT set schedule for according to planning priorities. It may be useful for IT/IR, CIS/OIRA both have the roles and come together on projects with live data.

AIR has some resources on how IT and IR can work together.

## **5. IRDB Updates (Ariel Cohen)**

Passwords and Accounts

IRDB passwords and user IDs: Maintained by OIRA. Someone is being trained to do this with Ariel.

Citrix account passwords: Maintained by CIS, not OIRA.

CBIL tables access for college campus: Campus IR directors need to approve these requests.

Campus IR offices are given priority for account creation.

CBIL

CBIL relies on the Administrative Data Warehouse (ADW).

CBIL worked well for the Fall term with an automatic program, but...the ADW started taking longer to finish, and CBIL can't run until the ADW refreshing is done. CBIL cannot run by 9am if the ADW isn't finished. The run date reflects data from the prior day.

Albert Moy is starting to do some work off site, and he officially retired. However, he will be coming back on a part-time basis. Albert will be helping to fix the chron job problem that has been occurring. Changes in student groups and majors may not get into CBIL unless Ariel is informed of the information from the campuses.

In fall 2015, OIRA will be able to provide a comparison of Fall to Fall enrollment by date.

#### IRDB

There are two major data loads.

1. IPEDS load in the fall, which includes summer graduation and fall enrollment. Usually loaded before Thanksgiving, but this has been more laborious due to CUNYFirst and special populations, such as ASAP, Macaulay Honors College and USIP/immersion.
2. Spring PMP load. Need final fall show-reg data and performance data/grades. April 15 is the best possible load date.

Reproducibility in the IRDB is the most important characteristic.

Prior SSN = 9 + the CUNYFirst EmplID.

Senior colleges: An issue of slightly lowered headcount in some senior colleges where students might be in both undergrad and graduate careers (joint BA/MA program).

Summer 14 show is loaded, without ethnicity.

Fall 14 show is loaded with imputed ethnicity.

Fall SKAT data is loaded in All Skills Test Facts New. History Facts SKAT – the Math policy now is not included. Ariel has discovered a way to perhaps work with an exemption for these students.

Spring 2014 – need to re-impute ethnicity for all students, because there was one college without ethnicity. The Ns will change a little bit, but the percentages should be basically the same. Ethnicity is imputed for everyone, but the reporting value if it exists is used. Ethnicity is imputed each semester. Use Cohort Data for ethnicity for graduation rates, not graduation ethnicity.

CTEA reporting changes. They want the data now in January rather than June.

Next meeting is January 30, 2015.