

Institutional Research Council**555 West 57th Street (BMW Building) 1240 Conference Room (12th floor)****10:00am-12pm**

IRC Minutes

Friday, September 29, 2017

1. FERPA Compliance and IRB. Farida Lada.

A revised draft of the “Guidance and Procedures for Requesting and Using Data from CUNY Educational Records for Research Purposes in Compliance with FERPA” was distributed to the council for review and discussion.

Document is intended to address who is responsible for FERPA data, which is not just for human subject research.

Two questions: Does the IR office have the capacity to provide the data, and does the IR office have the authority to provide it.

IR may need guidance based on the source of the data and the use of the data.

OIRA Central guidelines will be posted on the Wiki.

Data governance guidance in general is needed, not just for FERPA.

Consideration: To make a decision-tree diagram to help understand.

Clarification is needed on PII (Personally Identifiable Student Information)

Please submit any further comments to Farida by October 6.

2. Announcements:

David Crook gave information on the “Access & Completion” part of the strategic framework. A key element is the first-year momentum campaign.

Activities are:

1. Reforming remediation
2. Take 15 campaign (more the on-time definition)
3. Degree mapping

They will be developing materials to help promote the feasibility and benefits of taking 15 credits.

Materials will arrive in late October, with queries we can use to dig deeper into the data and to compare our results with those of other schools.

They will be asking campuses for submission of plans/Case Statements regarding Momentum plans (15) for full-time students.

3. Discussion

a) PMP metric on % of FTF completing 30 credits within first year.

There are attempts to align strategic framework better with the PMP. A work in progress. So for now we will do what makes sense. The context for the 30 credits metric is about on-time credits. Should be “passing” 30 credits.

Overall we are having a much lower rate of students assigned to remediation. The expectation is that this will drop from 80% to 50%.

There is new funding from the city to support reforming remediation courses.

Summer and winter should be part of the momentum, not just the 15.

b) Data Availability schedule.

It’s particularly difficult and time-consuming to piece together data on new students, or at the beginning of the semester when administration needs to make decisions.

An option: It’s possible to request preliminary CAS and ASTA files from UAPC to help people meet these needs.

One of the main obstacles is getting the certification of the Form A numbers from the registrar.

c) STEM Definition

Log onto the Wiki and search STEM. There is information about which majors (with CIP 2010 codes) that are classified. Nursing and Allied Health are not recorded as STEM. Official reporting uses these definitions.

There is an IRDB workbook showing which majors are designated as STEM. A reminder will be sent out with information on this. IR.PMP_STEM_MAJORS (in IRDBPROD2)

d) Race/ethnicity reporting

The imputed ethnicity groups are different from IPEDS. This is done to maintain the trends over time.

Next Council Meeting:

IRA – Friday, October 27th, 2017