

**Arkansas Institutional Research Organization
Meeting Minutes
Monday, April 23, 2012**

Opening Remarks/Welcome

The Arkansas Institutional Research Organization (AIRO) met Monday, April 23, 2012 at the Lake Point Conference Center in Russellville, Arkansas. President Amber Hall called the meeting to order at 10:05 AM. President Hall welcomed AIRO members and presented general housekeeping directives. President Hall extended a big thank you to Wyatt Watson for hosting the AIRO meeting.

Audit Report

Presented by Wrenette Tedder, Director of Assessment at Henderson State University
Wrenette Tedder and Dianne Betts visited the campus of Arkansas Tech on January 18, 2012. They reviewed the books and found all records were accurate and the ending balance was correct. They did not find any problems with Mr. Watson's record keeping and found him in good faith.

Treasurer's Report

Presented by Sonia Hazelwood, AIRO Treasurer

- Balance \$19,070.40
- No expenditures yet

All funds have been transferred from Arkansas Tech to University of Arkansas at Little Rock.

SAIR Scholarship

Presented by Amber Hall, AIRO President

AIRO has scholarships available to all voting members to attend the SAIR conference in Orlando, FL from September 22-26, 2012. Members must submit resume and letter to President Hall at amberh@uca.edu by August 1, 2012. The only stipulation of receiving the funds is members must give back to AIRO by serving on a committee.

As a courtesy for hosting the SAIR conference, members can receive discounted tickets to the various theme parks. Members may register for the conference now but hotel registrations will not commence until June. This year no events are held on Monday night.

IPEDS Reporting

Rick Jenkins, Associate Director of ADHE presented the following reports.
Mr. Jenkins introduced ADHE staff.

Change in IPEDS Completion Reporting

Beginning with the 2013 Academic Year (2012-2013) all institutions will upload their own completions (graduate) data directly to IPEDS. ADHE will cease to be the middle-man. Institutions will submit graduate file to ADHE in July 2012 and then upload to IPEDS by October 2012.

Question from Member

Will ADHE send reports to help colleges and universities complete the completions report?

ADHE Response

Each institution that requires assistance from ADHE should provide notice to ADHE. ADHE will in turn send the various reports to assist the institution.

ADHE Guidance Policy for IPEDS Reporting

To ensure the quality of data submitted to IPEDS and ensure both ADHE and IPEDS data are as identical as possible, please follow the four guidance directives.

Institutions must try to submit identical data to ADHE and IPEDS. Please send corrected files to ADHE if an error is detected in the graduation file.

Question from Member

Will ADHE add an age field to the graduate file?

ADHE Response

ADHE will check to if they can include an age field in file and report back to the members.

IPEDS Documentation on SOC Codes

IPEDS will use a scaled-down version of the SOC codes. Since IPEDS will require the reporting of the 2010 SOC Codes in the human resources report beginning with the 2012-2013 reporting year, ADHE will add the SOC code to the annual instructor report. For information on SOC Codes, please see <http://www.bls.gov/soc/#materials>. Regular faculty should be reported with a SOC code in the 25-1000 range of codes. Non-faculty personnel that teach should use a different SOC Code.

Performance Funding Website

To access the website go to www.adhe.edu:

- Click on the divisions research and planning tab on the top of the page
- Click on performance funding link on the left side of the page
- Institutions may access the 2-year or 4-year link

Code in red may be used in the Sequel tool.

High School Test Requirements

Test Scores of Concurrent Students (does not relate to private/independent institutions) – for these fields (test type math, test math, test type English, test English, testy type reading, and test reading) for

concurrent students only, a test score is only required for the type of course that they are enrolled in. For concurrent students only (enroll status = 13 and course level = 7 or 8).

1. All concurrent students enrolled in math (CIP 27) to provide math score only, i.e. if the student is enrolled in a math course only, then a math score is required and English/reading scores are optional.
2. Allow concurrent students enrolled in English (CIP 23) to provide English score only, i.e., if the student is enrolled in an English course only, then an English score is required and math/reading scores are optional.
3. Allow concurrent students enrolled in other general education course (not CIP 23 or CIP 27) to provide reading score, i.e., if the student is enrolled in a general education (non-math or non-English) course only, then a reading score is required and math/English are optional.

Institutions should pay close attention to the following notes:

1. This may change to require both English and Reading courses for enrollment in an English course.
2. The concurrent policy does not provide any means for a high school student in a remedial course in order to qualify for a college-level course, such as College Algebra or Freshman Composition.

Question by ADHE

How many institutions would like to reduce the codes in the instructor file from approximately 20 to 5 or 6?

Response by Members

Please send the reduced selection by Mr. Watson and allow institutions to confer with other parties at their respective colleges or universities.

Request by ADHE

Please send compelling reasons to keep the report to ADHE. ADHE would like to discontinue the report or at least reduce the codes.

Common Course Numbering System

Effective July 1, 2013, the ADHE Coordinating Board adopts all of the lower general education course currently identified in the Arkansas Course Transfer System (ACTS) as being the statewide Common Course Numbering System (CCNS). All courses in ACTS identified as lower level general education courses, now or in the future, shall be considered as part of the statewide CCNS.

Freshmen Assessment & Placement

The ADHE Coordinating Board shall determine the test or other criteria to be used; testing procedures and exemptions; minimum scores or criteria below which students at all state-supported institutions of higher education remedial courses; and minimum scores or criteria to allow simultaneous enrollment in college-level credit and remedial courses.

Question from Member

Will ADHE validate test scores?

ADHE Response

ADHE will validate test scores as college students can enroll in development education and college courses simultaneously.

Student Success Plan

Guidelines for Measurable Exit Standards for Development Courses

State-supported institutions have two options to meeting this measurement: 1) report post test scores or 2) submit a proposed success plan by June 30, 2012 to the AA Office at ADHE. Refer to the email sent by Mr. Jenkins on April 20, 2012 for a detail outline on the submission guidelines.

Other AHECB April Agenda Items

No additional items presented

Announcement – The next scheduled AIRO meeting is June 7, 2012 at UAMS in Little Rock. AIRO has arranged free parking and an outside catering for this meeting. President Hall will send detailed directions and maps.

Adjournment

Meeting adjourned at 2:06 PM.