

Arkansas Institutional Research Organization Meeting Minutes Monday, June 7, 2012

Opening Remarks/Welcome

The Arkansas Institutional Research Organization (AIRO) met Thursday, June 7, 2012 at the I. Dodd Wilson Building, Room 126 at University of Arkansas for Medical Sciences in Little Rock, Arkansas. President Amber Hall called the meeting to order at 10:20 AM. President Hall welcomed AIRO members and presented general housekeeping directives. President Hall thanked Elizabeth Bard for hosting the meeting.

Treasurer's Report

Presented by Sonia Hazelwood, AIRO Treasurer

- Balance \$16,585.49
- Expenditures
 - Boulevard Bread Company 443.43
 - Amber Hall 29.28
 - Lake Point Conference Center 2,011.84
 - Total 2,484.55

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.

AHEIS Manual Changes

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

Mr. Jenkins introduced ADHE staff.

The advisory team met with ADHE in March of this year. ADHE submitted issues and concerns to institutions in April for comments. There are no major changes this year to the AHEIS manual. ADHE clarified the following changes for AY2013 (2012-13).

ID Change for Student or Instructor Record Layout

The Identification Number Change File includes all students and/or instructors whose social security number or college identification number has changed, for any reason, from previous submissions.

For more information on invalid SSNs, please see:

US Search: Structure of Social Security Numbers: <http://www.usrecordsearch.com/ssn.htm>

Social Security Number Verification Service <http://www.ssa.gov/employer/ssnweb.htm>

Social Security Number Randomization <http://ssa.gov/employer/randomizationfaqs.html>

Section A: Student File

- **Enroll Status, Definition of First-Time Entering Undergraduate Student**
Clarifies IPEDS definition
- **Test Scores of Concurrent Students**
Change to c, which allow concurrent students enrolled in other general education courses (not CIP 23 or CIP 27) to provide reading score only, 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 scores are optional.
- **Entrance Exam Type**
CHANGE FOR AY2013-2014
(4) Students enrolling in any English composition or math course that meet the requirements for the 35-credit hour state minimum general education core.
- **Entrance Exam Score**
If the entrance exam was:
ACT – enter the composite score
SAT – enter the total of the Critical Reading and Math scores (test_math + test_reading)
All other tests – enter 0000
- **Test Type Math, Test Type English, and Test Type Reading**
CHANGE FOR AY2013-2014
(4) Students enrolling in any English composition or math course that meet the requirements for the 35-credit hour state minimum general education core.
(Note that the Clarifying Memo of July 2, 2010 exempts transfer students.)
- **UTeach** – new field is being added.

Section B: Course File (*does not relate to private/independent institutions*)

- **Course File Introduction**
Board Policy 5.16.3, revised June 23, 1999 included adult basic education courses in the course type exclusions this year.
- **CIP Codes and CIP Detail for Remedial/Developmental Courses (Course Level = 0)**
Remedial courses, defined as course level = 0, must use the CIP Codes of 32.0104 and 32.0108. The institution should follow the guidelines outlining appropriate CIP Code.
- **Receiving Course Location**
Clarification of on and off campus locations
(3) If the course is a combined lecture/lab/clinical type of course and the lecture portion is on-campus and the lab/clinical portion is off-campus, report the entire course as on-campus. If however, the lecture and lab/clinical are reported as separate courses and the lab/clinical portion is off-campus, report the course as off-campus.
(4) The courses in any of the above locations may be delivered via distance education (telecommunications/correspondence). However, code 77 (student's home) should be used for the traditional online course even though the student could be at work, at the mall, or other locations. Use code 77 for all correspondence courses as well.

Section C: End-of-Term File (*does not relate to private/independent institutions*)

- **Grade**
Use S or U to notate Satisfactory or Unsatisfactory completion of courses
- **Post-Test Scores**
Relates to student success plans

Section D: Term Instructor File (*does not relate to private/independent institutions*)

- Consolidated position codes for term and annual files

Section E: Graduate File (*relates to both private/independent and public institutions*)

- **Introductory Paragraphs and Ceasing of IPEDS Completions Submission**

ADHE will no longer upload the IPEDS completions report for institutions.

- **Initial Admit Date**
A student must be matriculated (officially admitted) by the institution before any Technical Certificate or higher credential can be reported for that student. For any high school student that has earned the Certificate of Proficiency, please use the date of the first term enrolled as a high school student. MMYYYY – where MM = Month (01 - 12) and YYYY = Year (0000 - 9999)
- **Graduate File, Degree Level**
Added 00 = Diploma (for JSN and BSN use only)
- **Age** – add this new field
Provide the student's age at the time of graduation. This should be calculated based on the graduation date and the student's date of birth. This is an IPEDS requirement.

Section F: Annual Instructor File (does not relate to private/independent institutions)

- **Position Title Code**
Consolidated position codes for term and annual files
- **Two (2) Two (2) New Fields regarding SOC Codes** – this change will relate to AY2013 but it will not be reported to ADHE until October 2013 (in AY2014), so this field will not be added until next year. Institutions will need to begin collecting data on SOC codes beginning in July 2012 to comply with the IPEDS.

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.

For more information on SOC Codes, please see Appendix I-B.

Section G: Other Reports

- **Roger Phillips Transfer Report**
The submission of the Roger Phillips Transfer Report is not required in AY2013 (2012-2013) as all transfer degree plans have not yet been approved.

IPEDS Completions and Related Reports

Changes for Academic Year 2013 (2012-2013)

Beginning with the 2013 Academic Year (2012-2013) all institutions will upload their own completions (graduate) data directly to IPEDS, i.e., ADHE will cease the intermediary activity. This relates to the graduate file that you submit to ADHE in July 2012 and you will upload to IPEDS by October 2012.

ADHE Guidance Policy for IPEDS Reporting

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

Changes to the 2012-13 IPEDS Data Collection and Changes to Occupational Categories for the 2012-13 Human Resources Data Collection

Documentation from IPEDS refer to ADHE filed emailed on June 5, 2012 by Rick Jenkins.

Follow-up with ADHE on AHECB Policies

No additional items presented

Adjournment

Meeting adjourned at 2:06 PM.