**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Monday, June 18, 2018**

The Arkansas Institutional Research Organization met Monday, June 18, 2018 on the campus of Arkansas State University - Beebe. AIRO President Beth Hawkins called the meeting to order at 10:00. Approximately 65 AIRO members and ADHE staff attended, with others joining by Zoom.

**AIRO BUSINESS**

**Minutes**

* The March 13, 2018 minutes were approved.

**Treasurer’s Report – Bonnie Smyth-McGaha**

* With expenses of the last meeting being paid the current balance is now $21,147.10.
* Expect to receive membership dues invoices after July 1.
* A change in the SAIR scholarship to add AIR to the approved conferences was discussed and approved.

**Next Meeting**

* The next meeting will be November 13, 2018 at UA - Pulaski Technical College.
* The spring meeting is planned for March 11-12 and will include an IPEDS professional development opportunity.

**New Website**

* Blake Cannon (PCCUA) discussed added an online dues payment to the website. More details will follow as he judges the level of interest.
* A link to the AIRO listserv will be added to the website that will allow you to join, update and leave the listserv.

**ADHE UPDATE**

Beth Stewart presented the 2018-19 SIS updates. Her presentation is on the AIRO website. Here are the highlights:

* College ID is required for all student and instructor files. It is no longer optional. Error reports will not contain SSNs.
* There is a new file for updating college IDs and SSNs. It is a preformatted Excel file on the ADHE website. Instructions are on page 18-19 of the 2018-19 SIS Manual. File size is limited to 3,000 records and you can schedule a historical update if you coordinate a time with ADHE.
* An unknown option (‘3’) - has been added to the gender field. No more than 5% of students may be reported with this option.
* The annual Financial Aid file added and removed fund codes.
* The Perkins II file no longer needs the name of the assessment.
* With the creation of the Workforce Challenge Scholarship for non-credit students an additional file submission was necessary.
* The Minority Retention and Recruitment file is due July 11. If you have questions call Academic Affairs.
* Resubmission of files is allowed for current and most recent academic year only.
* Data summaries are available on the ADHE website. Please review after receiving each ‘zero error’ report.
* Please double check data elements on the preliminary enrollment report.
* Please notify ADHE of staff changes so that they can keep the email distribution lists current.
* New data packages will be available in July.
* ADHE will no longer be able to give institutions transfer reports because of potential FERPA violations. There is a possibility of a state-wide MOU that would alleviate the violation.

Sonia Hazelwood gave updates on goals and directives on Research and Analytics. Her presentation is on the web and here are the highlights:

* Beth visited many campuses over the summer and plans are to continue this practice. If you would like a visit there is a form to fill out on the ADHE website.
* SIS Upgrade – Phase I – ADHE is building SIS tables for Sequel.
* IPEDS Update – upload custom comparison groups by July 13, 2018.
* Analytics Projects – Power BI is in development using the productivity data.
* Productivity Model - ADHE now has data for the post-completion section of the model.

The next meeting of AIRO will be November 13, 2018 at UA-PTC.

Respectfully submitted –

Kim Purdy

AIRO Secretary

July 17, 2018