**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Monday, November 6, 2017**

The Arkansas Institutional Research Organization met Monday, November 6, 2017 at the ADHE Boardroom in Little Rock. AIRO President Lisa Cater called the meeting to order at 10:00. Approximately 32 AIRO members and ADHE staff attended with additional members joining by teleconference.

**AIRO BUSINESS**

**Minutes**

* The June 22, 2017 minutes were approved.

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

* With membership payments received and the expenses of the last meeting being paid the current balance is now $21,173.77.

**Officer Elections**

* The annual election of officers was held. Beth Hawkins, UACCM, assumed the role of President, Jasmine Ray, UAPTC, was elected Vice-President/President Elect, Bonnie Smyth-McGaha, ASUB, was re-elected Treasurer and Kim Purdy, NWACC, was re-elected secretary.

**ADHE UPDATE**

Sonia Hazelwood update -

* Summarized the last 5 months on work done on the ADHE SIS –
  + 4,000 student SSNs cleaned up by all institutions
  + 81,000 unreconciled grades cleaned up by all institutions
  + 80 graduated student files resubmitted by 24 institutions
  + Clean up of course levels, DOB and race/ethnicity by 14 institutions
  + She expressed thanks for all the hard work done by institutions to get the ADHE SIS ready for the productivity funding model runs
* AY2017 Data Review –
  + Same process as before – we will start with SSN clean-up
  + Workforce files to be resubmitted by 2Y colleges
  + Clean-up to be completed by February 28, 2018
* All Spring, Fall EOT and Workforce files are due on February 21, 2018.
* Productivity Funding Update -
  + Funding model received final approval from Legislature and Coordinating Board.
  + The 2018 model, using 2017 data, will be run in March.
  + The model will be ran again in January with the workforce data added.
* ADHE/DIS SIS Project
  + Governor Hutchinson provided $250,000 to ADHE to develop an enhanced Student Information and Reporting System.
  + The project is underdevelopment with DIS and Sonia is the lead at ADHE.
  + The SIS Advisory Committee will have input at meeting to be held in December.
  + The project will be under development for approximately 12 months and will be tested by some institutions in Spring 2019.
  + The go-live date is set for Summer 2019 for data in academic year 2020.
  + Some additions/changes
    - File status box with due date and completion date
    - Exceptions request link
    - Several canned reports will be available, ie data summaries, productivity data, etc.
* ADHE plans a professional development opportunity at the spring AIRO meeting on SIS annual files.
* There will be a break in SIS processing from Dec 16 – Jan 4.

Beth Stewart update -

* She will be sending out missing file notifications this week.
* December 1 – February 28 file updates accepted for AY17 for -
  + Unreconciled grades
  + Graduated student
  + Remedial file CIP check/changes – must have CIP 32 and READ, MATH, etc
  + All changes must be submitted thru file resubmissions
  + Workforce file data quality review
    - Old data is being archived
    - AY14 – AY17 – all workforce files must be resubmitted to populate the new table that uses the new format in the current AHEIS manual.
* Data summaries are now available through the Model SIS interface for .dat & .eot files
  + Beth will no longer be producing and uploading to RP server.
  + You can produce your own on the model.sis website -[https://modelsis.adhe.edu/Account/Login](https://modelsis.adhe.edu/Account/Login%20) (where your error lists are found).
  + Check the ‘data summary’ box and click the file that you want to summarize.
  + Summary will automatically download as a Word document.

Phylesia Davis update –

* IPEDS changes –
  + Outcomes Measures (OM) are based on the full Academic Year and not just fall and whether a student received a Pell Grant.
  + OM looks at 4, 6, and 8-year snapshots.
  + Highest degree awarded to a student should be reported.
* Robert Crocket provided a professional development session on the new Model SIS in the afternoon.
* If you have questions for ADHE, please call Beth first and she will either answer your question or direct you to the appropriate staff member.

Respectfully submitted –

Kim Purdy

AIRO Secretary

December 6, 2017