**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Tuesday, November 13, 2018**

The Arkansas Institutional Research Organization met Tuesday, November 13, 2018 on the campus of University of Arkansas - Pulaski Technical College. Incoming AIRO President Jasmine Ray called the meeting to order at 10:00. Approximately 50 AIRO members and ADHE staff attended.

**AIRO BUSINESS**

**Minutes**

* The June 18, 2018 minutes were approved.

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

* With expenses of the last meeting being paid the current balance is now $24,595.85.
* Income was received for 2018-19 dues.

**Next Meeting**

* The spring meeting is tentatively planned for March 11-12 and will, hopefully, include an IPEDS professional development opportunity.

**Officer Elections**

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

**ADHE UPDATE**

Beth Stewart discussed file errors and how to handle them. Her presentation is on the AIRO website. Here are the highlights:

* You should receive 3 emails when you submit a file:
	+ Notification of receipt from ADHE
	+ Pre-validation success or failure
	+ Error Report Digest if your file passed pre-validation
* Repository folder on SISBD server contains a zip file that includes the SQL script with error code numbers
* Processing errors are usually caused by duplicate primary keys such as –
	+ SSN and College ID are a 1 to 1 relationship
	+ Graduate and degree are a 1 to 1 relationship
* Don’t forget to review your data summary after your file has processed! This summary may reveal issues that passed validation.

Sonia Hazelwood gave updates on upgrades happening at ADHE:

* SIS upgrade project
	+ Phase 1 began in June
	+ 11 packages created
	+ SSIS working on adding validation and processes
	+ 19 SSRS data summaries completed and currently working on error reports
* Server Upgrades
	+ 3 new servers
	+ Traffic Cop will be down during December and January as the servers are brought online and no files will be processed
* Upcoming Changes to ModelSIS
	+ Legislative session could add changes
	+ Perkins is changing – more details to come as they become available
	+ Finance files will be submitted in the future thru the AHEIS system. Workshops for institutional finance staff will be given at ADHE.
* Productivity Funding
	+ Questions and issues were raised during Beth’s campus visits and were addressed with the Productivity Funding Workgroup in October.
	+ Next meeting of Productivity Funding group is December 12
	+ ADHE will communicate changes as they become available
	+ Data runs for next cycle will be in February and March
* CIP 2020 will begin use in 2021
* IPEDS HR report will require SOC Code changes for graduate students
* ADHE is not providing data or participating in the Postsecondary Data Partnership with National Student Clearinghouse.
* Common Course Numbering System
	+ UA System is moving to common course numbering for all their institutions as they move to a system-wide ERP
	+ ADHE and registrars will discuss this topic at the registrar’s spring meeting
* ADHE is reviewing current reports to see if there are data fields that could be removed

An Excel Tips and Tricks session was led by Bonnie Smyth-McGaha, ASUB, with much participation from the rest of the group.

Dr. Marla Strecker, UAPTC was scheduled to present ‘Practical Applications of the Productivity Funding Model’ but, unfortunately, fell ill and was unable to do so. We hope to schedule her at another meeting.

The next meeting of AIRO is tentatively scheduled for March 11-12.

Respectfully submitted –

Kim Purdy

AIRO Secretary

November 23, 2018