**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Tuesday, November 7, 2020**

The Arkansas Institutional Research Organization met virtually Tuesday, November 17, 2020. AIRO President Brett Arrington called the meeting to order at 9:00. Approximately 50 AIRO members and ADHE staff joined the WEBX call.

**AIRO BUSINESS**

**Minutes**

* The November 12, 2019 minutes were approved with a correction of ‘fall’ to ‘spring’ for the next meeting.

**Treasurer’s Report – Bryan Bramlett**

Ending balance reported at last meeting was $21,974.78

* Income of $3,725 was received for AIRO membership dues
* Expenses of $1,412.76 were paid for the last meeting
* The web hosting fee paid was $696.25
* The current balance is now $23,590.77
* An audit will be performed since there will be a change in the Treasurer position

**Officer Elections**

* The annual election of officers was held.
  + Blake Cannon, PCCUA, assumed the role of President
  + Amber Hall, UCA, was elected Vice-President/President Elect
  + Eric Atchison, ASU System, was elected Treasurer
  + Kim Purdy, NWACC, was re-elected Secretary

**Next Meeting**

* The spring meeting is tentatively planned for March 2021

**ADHE UPDATE**

**Sonia Hazelwood**

* ADHE has reorganized into 5 areas. Research and Analytics now includes
  + System and Application Development
  + Institutional Reporting and Analytics
  + Research, Funding and Compliance
* Transfer sharing agreements have been received for all public institutions except two. This will allow ADHE to provide ACTS data files before the ACTS report is due in the spring.
* ADHE will not produce printed AHEIS manuals this year. A pdf copy of the manual is on the website and a copy is also available on LiveBinder.
* Data summaries will now automatically be placed in your 03-Automated AHEIS folder after your final submission has processed. Please use this summary to identify errors that validation would not catch – for example, all students were reported as male or there were no reported new freshmen. If you do find errors, please correct and resubmit beginning with the 01-Run Institutional Validation folder.
* ADHE has identified some high school concurrent data will need to be corrected for AY20 and this fall. They found concurrent students in courses not identified as concurrent. ADHE will be sending an email to each institution listing the files that need to be corrected and re-submitted.
* The new ADHE validation software is an ever-changing document, generally updated weekly. If you re-submit a report you may receive additional validation errors.
* ADHE will be conducting a feedback survey in the near future on the new process and application. Please make any suggested improvements!
* Next year there will be changes to the submission calendar. The files that were due this year in mid-October will be spaced out as to not overwhelm the system. And, remember, you can always submit files early!

**Beth Stewart**

* ADHE is developing a system for the Institutional Finance reports. This year submissions will continue as they have been but next year they will be submitted similar to IR submissions. ADHE will provide training to campus Finance staff.
* ADHE will begin automatically deleting files over 30 days old from the 03-Automated AHEIS Reports folder. This generally includes error reports and data summaries. If you need a new data summary Beth or Rachel can generate one for you upon request.
* Files from the 06-Archive-Institutional Validations will also be deleted after 30 days. This folder contains the files that have been submitted to the 01-Run Institutional Validations folder.
* Files from the 07-Archive-AHEIS Data File Final Submissions will be held indefinitely (for now – if storage becomes an issue this may change)

**Productivity Funding**

* During years when there is a full legislative session ADHE will present productivity funding data at the October Coordinating Board meeting.
* There are over 18,000 missing, ‘I‘ and ‘IP’ grades that need to be cleaned up prior to productivity funding data runs. Please submit grade update files for AY19 and AY20 as soon as possible.

**Professional Development**

* Brett Arrington provided two excellent professional development sessions on installing the AHEIS database from backup and an introduction to SQL. Another session on more advanced SQL will be provided at a meeting in the future if there is interest.

The next meeting of AIRO is tentatively scheduled for March 2021.

Respectfully submitted –

Kim Purdy

AIRO Secretary

November 17, 2020