

**Administrative Committee: Institutional Research & Planning**  
**MINUTES**

March 29, 2012  
Professional Sciences Center Room 238  
Macon State College  
8:00a-3:00p

Chair Ed Hale called the meeting to order at 8:45a.

VPAA Marti Venn provided a welcome on behalf of Macon State College.

Announcements: Bob Cernock and Janna Kelley are unable to attend as scheduled so their sessions are cancelled.

Curt Carver provided an update on the data warehouse redesign project. He noted there is a pending decision by Chancellor Huckaby regarding ADP. In the future, there will be parallel efforts to incorporate financial data to the data warehouse. He will post a data flowchart on the sharepoint website.

Lily Hwang discussed definitions for applicants, admits, and enrolled and that there was inconsistency across the system. A motion was made to have a task force study this and share electronically results to the group by June 15. The group will then explore the needs of this data and what it can be used for and present to RPA and USG Data Functionality Team. C. Carver stated that new data elements can be added.

Tim Renick, AVP for Academic Program, Georgia State University, presented "Metrics for College Completion in Georgia: Preliminary Recommendations from the USG Metrics Working Group." A similar presentation was made earlier this month in Athens at the College Completion Summit. A handout was distribute and will also be posted on the [www.gacompletionlab.org](http://www.gacompletionlab.org) website.

Michael Crowe proposed a study to examine the minimal staff need to adequately operate an institutional research office. Sandi Bramblett referred the group to existing literature by Bill Knight and a publication called *The Data Driven University* which contains helpful information of this nature.

Chair Hale opened the business portion of the meeting at 1:35p.

Linda Rowland read the October 27-28, 2011 minutes to the group and they were approved. Chair Hale provided a followup to the October minutes. The planning meeting at Jekyll Island was cost prohibitive so the executive committee moved the meeting to Macon State. Two tabled items had been cleared.

Donna Hutcheson distributed the Fall 2011 Financial Statement (\$5521.40) and Spring 2012 Financial Statement (\$6195.75 pending final meeting expenses). The reports were accepted and approved.

Jayne Perkins-Brown, past chair, provided a report on behalf of the nominating committee. She instructed members how to access the RACIRP Bylaws on the USG website. The nominees are:

Chair-	Holly Goodson, Georgia Health Sciences
Chair Elect-	Jim Lynch, College of Coastal Georgia

Treasurer-	Donna Hutcheson, Kennesaw State
Secretary-	Michael Black, Valdosta State
At large-	To be appointed by chair.

Brown presented Ed Hale with a plaque of appreciation for his service as Chair for 2011-2012.

Susan Campbell Lounsbury provided a USG Central Office update which included legislative changes, approved USG budget, and IPEDS changes.

The meeting was adjourned at 2:35p.

Minutes by Michael M. Black.