

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

March 28, 2013
Clayton State University
Room 120A CSU East Campus
8:30a-3:40p

Chair Holly Goodson, Director of Institutional Research at Georgia Regents University, called the meeting to order at 9:15a.

Welcome

Thomas J. Hynes, Jr., President of Clayton State University, welcomed IRP members. He emphasized the importance of this group in 1) asking questions, 2) allowing us to be more targeted in the choices we make, and 3) to help make a better case for public support for higher education in this state.

System Update

Susan Campbell Lounsbury, Assistant Vice Chancellor for Research and Policy Analysis, provided an update on various System Office topics including: IPEDS, data governance, military students, first-generation students, adult learners, distance education, GA Awards, NSSE/CCSSE, proposed legislative changes, and System Office staff member changes.

Alan Travis, USG Director of Planning, discussed the USG space utilization study. This project has been particularly challenging because of the numerous data collection systems involved. Chancellor Huckaby has placed this item as a priority. A pilot study consisting of six institutions was conducted in 2012 to assess data and ascertain a reasonable methodology. During the study, 15 metrics were determined for evaluating scheduled academic rooms, lab utilization, office utilization, social study space, unscheduled spaces for academic purposes, and research laboratory space (R1 institutions). At the May Board of Regents meeting, Mr. Travis will present preliminary results/findings to the Regents.

Chris Ferland, Senior Research Associate for Research and Policy Analysis, presented an update on Complete College Georgia and items from the Completion Summit held in Athens on February 18-19, 2013. Georgia is one of 30 states participating in Complete College America.

Lance Dowling, Data Warehouse Architect with ITS, demonstrated the Complete College America (CCA) progress metrics architecture. In Cognos, there is a new link for USG Data Warehouse. Currently, the 2012 CCA progress metrics are available and 2013 metrics will be posted soon. Directions for accessing these reports will be forwarded to the IRP listserv.

Marco Cestaro, Business Systems Analyst with ITS, provided an update on academic data collection. Efforts are underway to conduct a review of degrees and majors authorized (DMA), led by Jon Sizemore. Next week, the campus point of contact will be given access to review the DMA list to reconcile it with campus records (Phase I). For Phase II, the System will now begin collection emphasis areas for AA and

AS degrees and for delivery method (i.e., distance education by program level). Cestaro also stated that the mechanism (not the process) for new program approval would be further refined this year.

Business Meeting

Chair Holly Goodson opened the business portion of the meeting at 12:30p.

Michael Black distributed copies of the October 18, 2012 minutes to the group. S. Bramblett/J. Perkins-Brown motion to approve.

Donna Hutcheson distributed the Fall 2012 Financial Statement (\$6,174.55) and Spring 2013 Financial Statement (\$7,934.55 pending distribution of final meeting expenses). S. Bramblett/J. Perkins-Brown motion to approve.

Holly Goodson requested feedback about the RACIRP meeting structure, bylaws, and committee structure. After discussion, it was suggested to have the fall IRP meeting immediately preceding Georgia Summit in September 18-20, 2013 in Augusta. Although other recommendations were made, the majority supported the meeting date to coincide with Georgia Summit.

Sandi Bramblett, Georgia Institute of Technology, suggested volunteers develop an IR track or organize proposal submissions for Georgia Summit. Those individuals for this taskforce were Sandi Bramblett, Charles Gibreath, Jim Hughes Lynch, Meihua Zhai, Erik Bowe, Patti Gregg, and Susan Lounsbury.

Jayne Perkins-Brown, Georgia Southern University, provided a report on behalf of the nominating committee for 2013-2014 RACIRP officers. The following nominations were presented:

Chair-	Jim Hughes Lynch, College of Coastal Georgia
Chair Elect-	Erik Bowe, Kennesaw State University
Treasurer-	Donna Hutcheson, Kennesaw State University
Secretary-	Patti Gregg, Georgia Perimeter College
Sector Representatives-	To be appointed by chair.

Sandi Bramblett, Executive Director Georgia Tech. Institutional Research and Planning, moved to accept this slate of officers. The slate of officers was elected as stated with no objections.

SAIR Regional Conference will be held October 5-8, 2013 in Memphis, Tennessee.

The business portion of the meeting concluded at 1:13pm.

Data Governance Presentations

The afternoon consisted of three sessions on data governance.

Erik Bowe, Executive Director of Enterprise Information Management at Kennesaw State University, discussed workable and non-workable approaches to data governance at KSU. This thorough and informative presentation provided many good suggestions and perspectives.

Holly Goodson, Director of Institutional Research at Georgia Regents University, demonstrated the Data Cookbook software and described its implementation process at GRU. Charles Gibreath suggested IRP members consider joining HEDW or DAMA Georgia, two professional organizations which support data governance policies.

Brian Haugabrook, Director of Enterprise Application Services, and Barrie Fitzgerald, Institutional Research Analyst, both of Valdosta State University, presented VSU's faculty-centered data warehouse to aid in student retention. A new component to be released soon is called Information Discover.

Ed Hale presented Holly Goodson with a plaque of appreciation for her service as Chair for 2012-2013

The meeting adjourned at 3:40p.

Minutes by Michael M. Black, Secretary 2012-13.