

University System of Georgia Administrative Committee on Institutional Research and Planning

**October 7-8, 2004
State University of West Georgia**

The fall, 2004, meeting was held at the State University of West Georgia (UWG) in Carrollton, with 41 attendees registered. Dr. Andrew Luna, Chair of the committee and Director of Institutional Research and Planning at West Georgia, presided.

New member Dr. Michael Gass, Director of Institutional Research at Georgia College & State University, was welcomed. All present introduced themselves at the request of Ms. Debbie Head. Dr. Beheruz N. Sethna, President of UWG, welcomed us to their campus and shared with us several distinctions making him proud of the University.

Dr. Melanie McClellan, Vice President of Student Affairs at UWG and a member of the University System of Georgia (USG) Graduation Rates Task Force, presented that committee's recommendations for increasing graduation rates. Committee members were referred to the website www.higheredinfo.org, as well as to research notes on the University System website including a report entitled "Multiple-Year Retention in the University System of Georgia" by Dr. Joseph Szutz, at www.usg.edu/admin/sra/gen_info/notes/jan04.pdf. Each institution will be required to write plans on how that institution will increase retention, although the due date for these plans has not yet been set. Dr. Hudson stated that new retention data will be available next month on the USG123 website.

Dr. Susan Campbell, of the System Office (USO), talked about the CCSSE and NSSE surveys that are to be administered system-wide this year, answering many questions about that process. There will be a meeting held at Macon State College on Thursday, October 14, from 10:00-12:00 to discuss and decide upon 20 additional consortium-specific items to be added to those surveys. Concurrent telephone conferencing will be available for those campus survey representatives unable to attend that meeting in person.

Following lunch, a "roast" was held to honor retiring Assistant Vice Chancellor for Planning, Dr. Joseph J. Szutz.

Dr. Cathie Mayes Hudson, Associate Vice Chancellor, presented reports from the USO. Topics covered included reformulation of the BOR strategic plan, upcoming mission reviews, budget outlook for FY 2005 and FY2006, a tuition study, and a problem with "ghost faculty" (faculty not being paid but not deactivated).

Dr. S. Wickes Westcott, III, an analyst in the Institutional Research office at Clemson University, presented that university's Faculty Activity System, which is available for a very nominal fee to other institutions wishing to implement such a system.

That evening the Committee socialized at Historic Banning Mills where we had excellent surprise musical entertainment provided by Ms. Luna.

The next day, Dr. Ruth Salter of Valdosta State University, presented that university's Planning and Budgeting Database system.

Dr. Luna then presided over the business meeting of the Committee, called to order at 10:41 am.

The minutes from the spring meeting were approved.

Discoverer training was discussed. Some frustration was expressed over the OIIT rule that Discoverer training is mandatory in order to use that product. It was generally agreed that learning the data structures will take more effort than will learning to use the Discoverer tool itself, although data are not yet available through that system. Dr. Luna agreed to work with OIIT in obtaining "certification" for the IRP Committee members on this product so that we will all be allowed to use it when data are available.

A set of proposed by-laws for the Committee was presented by Dr. Luna. These were tabled for discussion and referred to a subcommittee consisting of Dr. Andrew Luna, Dr. Cathie Mayes Hudson, Dr. Donna Miller, Dr. Godfrey Noe, and Ms. Jackie Stewart for study and refinement. They will be presented for vote to the entire Committee at the spring, 2005, meeting.

It was decided that the minutes, meeting agenda, and additional information from programs presented at Committee meetings be included on the Committee's website, as well as the by-laws after they are approved.

The Committee decided that twice-yearly meetings are important to the members. Planning for the spring meeting will be deferred to January, due to the uncertain budgetary climate. Dr. Luna expressed the desire to meet in a central location, probably Macon, although not a popular destination. The spring meeting may be shortened to one day so that those people traveling from short distances can minimize their travel time and consequent expenditures.

Dr. Luna proposed that a committee be formed to determine the effects of the budget cuts, using research, answering such questions as: What indicators, that we can use across the System, show the effects of the budget cuts? Through this effort we would move the discussion beyond anecdotal data on budget cut effects. Those interested in serving on this committee were requested to send an email to Dr. Luna expressing such an interest.

The agenda for the next meeting will be developed by the Executive Committee.

This meeting adjourned with thanks and a round of applause for the excellent meeting planning done by Dr. Luna and his staff.