**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Wednesday, April 26, 2017**

The Arkansas Institutional Research Organization met Thursday, June 22, 2017 at the UA Cooperative Extension Service offices in Little Rock. AIRO President Lisa Cater called the meeting to order at 10:00. Approximately 70 AIRO members and ADHE staff were in attendance with additional members joining by teleconference.

**AIRO BUSINESS**

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

* The current balance is $23,753.34 with outstanding payments for today’s meeting.
* Membership forms will be sent out in July for FY18.

**ADHE UPDATE**

* Sonia Hazelwood introduced ADHE staff in attendance.
* ADHE will provide a professional development workshop in August. A paper survey was administered on potential topics. Those topics included State Reporting 101, Advanced Excel Tips and Tricks, IPEDS training, Into to SQL, etc.
* Productivity Funding update –
  + ADHE will re-run numbers in July and send presidents and chancellors preliminary funding model calculations for Funding Distribution Policy recommendations.
  + The Funding Distribution Policy will be presented at July Coordinating Board meeting for review.
  + During August thru October the model will be going thru the Legislative rule making process.
  + From July thru September ADHE will be conducting additional data quality reviews.
  + In October ADHE will run final numbers and present the Funding Model Policies to the Coordinating Board for adoption and funding recommendations for 2018-19.
  + All funding model updates are on the ADHE website at <http://www.adhe.edu/institutions/productivity-funding>
  + ADHE staff will make campus visits on request to explain the funding formula.

**IPEDS UPDATE**

Phylesia Davis presented an IPEDS update

* ADHE no longer needs a PDF copy of submitted IPEDS reports.
* A handout on 2017-18 updates is available at this link - <http://www.adhe.edu/institutions/institutional-research/ipeds/>

**SIS UPDATE**

Sonia Hazelwood and Beth Stewart presented the 2017-18 SIS changes.

2017-18 manuals are on the ADHE website – <http://www.adhe.edu/institutions/institutional-research/student-information-system-manuals/>

The 2017-18 SISdb Manual has undergone significant formatting changes. While the majority of these changes are cosmetic, there are some that will impact file submissions.

**Student File –**

* Minimum placement score requirements are provided and required for High School Students. Recommended placement scores are provided for all other students; however, the institution must comply with their ADHE approved institutional placement policy.
* The Placement Status Field under each Placement Test Score, has been removed. Remediation reports are now calculated on registration in a remedial course rather than placement score.

**Course File-**

* The Technical Institute Funding Field has been removed. This is no longer required with the change from Performance Funding to Productivity Funding. This field has been changed to a filler.

**Workforce Education/Training –**

* The Workforce Education/Training Workgroup developed and finalized a new definition of Workforce Education in January 2017. Please review the new definitions prior to submission.
* Credit courses can no longer be included in the Workforce Education/Training file.

**Financial Aid** –

* New fund codes have been provided to reflect changes to state scholarships, grants, and waivers made in the 2017 General Assembly.

**Perkins II –**

* The CTE Assessment Name Field has been removed. This field will now be filled with 50 spaces.
* A new field of CTE Assessment Name Code has been added. This field will require entry of a 3- digit code based upon a standardized list. Do not leave this field blank.

**Preliminary Enrollment –**

* Fall Preliminary Enrollment Reports will now be submitted via an online form. Instructions can be found under the Preliminary Enrollment Report Section.

**Other Changes to Note –**

* Review Placement Test reporting. Updates to the placement policy are reflected in the manual.
* College ID for students and instructors will become mandatory in AY2018-2019. This will be the final year that these fields will be optional. College ID will be used in place of SSN on validation error reports once it is mandatory.
* Cosmetic changes to the manual include moving clarifying memos out of the manual. These will now be located at <http://www.adhe.edu/institutions/institutional-research/studentinformation-system-manuals/>.
* Academic policy has also been removed from the manual. State policy can be found on the ADHE website.
* Annual mandated reports including the transfer reports, fall preliminary enrollment report, and military compensation report have been moved out of the Appendices and added to a section of the manual titled “Annual Reports Not Submitted to the SISdb”.

Lisa adjourned meeting at approximately 2:00pm.

Respectfully submitted –

Kim Purdy

AIRO Secretary

July 6, 2017