**From:** Jasmine Ray <[jray@uaptc.edu](mailto:jray@uaptc.edu)>   
**Sent:** Thursday, February 21, 2019 11:45 AM  
**To:** [AIRO-L@LISTSERV.UARK.EDU](mailto:AIRO-L@LISTSERV.UARK.EDU); [AIRO-L-request@LISTSERV.UARK.EDU](mailto:AIRO-L-request@LISTSERV.UARK.EDU)  
**Cc:** Jasmine Ray <[jray@uaptc.edu](mailto:jray@uaptc.edu)>  
**Subject:** AIR/AIRO Co-hosted IPEDS Workshops: Register Soon!   
**Importance:** High

Good morning,

Please find detailed information on the IPEDS Workshops AIR and AIRO will be co-hosting on March 11 and 12, 2019. We ask that attendees register using the link provided for each workshop no later than February 28th.  Each workshop is limited to 45 participants so we respectfully request that institutions planning to attend one or more session only register two people for each workshop. We encourage the HR and Financial Aid professionals from your institution to attend the respective workshops, along with IR or other professional responsible for IPEDS reporting. We will monitor each workshop’s number of registrations and let everyone know if space for more than two participants becomes available closer to February 28th.

A continental breakfast will be provided both days, and lunch will be served on the first day.

***AIR/AIRO Co-hosted***

***IPEDS Workshops***

***March 11 and 12, 2019***

The Association for Institutional Research ([AIR](http://www.airweb.org/pages/default.aspx)) and the Arkansas Institutional Research Association (AIRO) are pleased to co-host 3, half-day IPEDS Workshops for data providers and users. The workshops are provided at no cost and financial support for these workshops is provided by the National Center for Education Statistics ([NCES](http://nces.ed.gov/)).

**Location**:        Doubletree by Hilton Little Rock, 424 W. Markham, Little Rock, AR  72201

                        Includes workshop materials

                        No tuition charge to participants

Each workshop is three hours of instruction (demonstrations, discussions, PowerPoint presentations, and hands-on computer based training exercises).

**Note: Participants are required to bring a MAC or PC laptop with wireless capability and Microsoft Excel.**

**March 11, 2019 - Morning Workshop**

Time:                          8:30 a.m. – 12:00 pm:

**IPEDS Human Resources Training**

This workshop prepares individuals to accurately complete the IPEDS Human Resources (HR) survey. It is designed for IR and human resources professionals, as well as other researchers or administrators who want to increase their understanding of these data. Topics include preparing data to increase consistency within the survey, understanding data definitions, classification of employees and alignment of employee function with Bureau of Labor Statistics Standard Occupation Classification (SOC) codes, coordination of effort between stakeholders in and outside of an institution, and planning for efficacy of data beyond the IPEDS HR survey itself. Exercises cover classifying employees properly, preparing for and completing the IPEDS HR survey, and benchmarking with commonly used employee metrics.

[**IPEDS Human Resources Training Registration**](https://www.airweb.org/collaborate-learn/calendar/2019/03/11/event/air-airo-ipeds-human-resources-benchmarking-workshop---little-rock-ar)

**March 11, 2019 - Afternoon Workshop**

Time:                          1:00 p.m. – 4:30 pm:

**IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness**

This workshop introduces the fundamentals of benchmarking as a measure of institutional effectiveness. It is designed for individuals with little to no experience in benchmarking studies. Participants use data from the IPEDS Surveys, Data Feedback Reports, and the “Use of Data” section of the NCES website to learn about the types of comparison groups that can be constructed. Exercises demonstrate establishment of key performance indicators (KPIs) and identification of variables to refine comparison groups.

[**IPEDS Benchmarking Registration**](https://www.airweb.org/collaborate-learn/calendar/2019/03/11/event/air-airo-ipeds-human-resources-benchmarking-workshop---little-rock-ar)

**March 12, 2019 - Morning Workshop**

Time:                          8:30 a.m. – 12:00 pm:

**Student Financial Aid Training**

This workshop provides foundational training for completing the IPEDS Student Financial Aid Survey using an integrated approach to managing, storing, and extracting financial aid data required for survey completion. Topics include an overview of financial aid concepts and how they intersect IPEDS, how to effectively create frozen data files from enrollment and financial aid systems, how to use these files to answer the respective sections of the survey, and how the files can be leveraged to address additional internal reporting needs. The workshop concludes with exercises focused on how IPEDS financial aid data are used for external purposes as well as for internal benchmarking.

Three hours of instruction (demonstrations, discussions, PowerPoint presentations, and hands-on computer based training exercises

[**Student Financial Aid Online Registration**](https://www.airweb.org/collaborate-learn/calendar/2019/03/12/event/air-airo-ipeds-ipeds-student-financial-aid-training---little-rock-ar)

Workshop seats are limited and allocated on a first-come, first-served basis. Seat confirmations are delivered via email on a rolling basis after an online seat registration is submitted.

For additional information please visit:  [**IPEDS Workshop Online Registration**](https://www.airweb.org/EducationAndEvents/IPEDSTraining/Workshops/Pages/2019MAIRIPEDSWkshp.aspx)

Questions?

Email: [ipedsworkshops@airweb.org](mailto:ipedsworkshops@airweb.org)

Phone:  850-385-4155 x2

Thank you,

Jasmine Ray, AIRO President

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