**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Thursday, June 4, 2021**

The Arkansas Institutional Research Organization met virtually and in-person at National Park College on Thursday, June 24, 2021. AIRO President Blake Cannon called the meeting to order at 10:00. In attendance were 48 AIRO members and ADHE staff and 28 attending online. Welcome remarks provided by Dr. Jerry Thomas, NPC VP Student Affairs and Enrollment. Dr. Thomas shared updates on new NPC Student Commons building and residential facility which is over-subscribed for the 180-bed facility. Introductions provided for ADHE staff member, Tracy McCullen, who is new to AHEIS team and for Kristine Nichols, ADHE student intern. Blake Cannon introduced AIRO officers.

**AIRO BUSINESS**

* Blake Cannon- November 7, 2020, minutes were approved with no corrections or opposition.
* Treasurer’s Report – Eric Atchison reviewed report and audit findings. Financial Audit Committee members included Bryan Bramlett (out-going Treasurer, Ark Tech U), Eric Atchison (in-coming Treasurer, ASU System), Carla Martin (U of A). Committee reported no material findings with recommendation to conduct annual audit review of financial transactions during or prior to fall meeting. Treasurer’s report approved with no corrections or opposition.

**Next Meeting**

* Amber Hall & Blake Cannon- The fall meeting is planned for November 2021. Open call for proposals. Possibility for 2-day concurrent sessions, for example, Chris Coble and Amy Watson providing a more extensive look at Power BI.

**Listserv Updates**

* Blake Cannon- Discussion outlined difference between Google group and AIRO member Listserv. The aim is to create distinction between member and non-member communication of general information.

**501(c)3**

* Amber Hall- Shared benefit of transitioning to 501(C)3 includes becoming affiliate of AIR which allows matching funds for awards. Discussion highlighted additional benefits including tax ID number to make purchasing easier and merging with or remaining independent of the Arkansas Assessment Group. Eric Atchison- Continuing work to develop AIRO constitution and by-laws with target date set for completion for November 2022.

**AIRO Logo**

* Eric Atchison- Revealed new AIRO logo design that combines the AIRO acronym in foreground with a bar chart background. New logo is designed to stand the test of time. Voting on logo occurred online prior to the meeting.

**Coffee Talks**

* Amber Hall- Meeting participants provided confirmation to continue Coffee Talks on Friday morning from July through October.

**SAIR Scholarships**

Amber Hall- Deadline September 1, 2021. Motion and 2nd to cap awards at 4-scholarship maximum with $500 match to cover conference related expenses was approved without opposition. Eric Atchison noted this would be written into new AIRO constitution by-laws. Current eligibility requirements include: institution must be dues paying; candidate must be current member; and candidate cannot be a board member. Other requirements include resume and cover letter communicating how candidate as new IR person will benefit from the conference**.**

**Accessing Your ADHE Database through Microsoft Power BI**

* Chris Coble & Amy Watson- Session covered how to get started with Power BI by loading ADHE Database to SQL Server 2016 or later version to produce Power BI dashboard. Contact David Jones at ADHE for more information on how to utilize ADHE data and weekly updates.

**2021 Legislative Session Update**

* Beth Stewart ADHE Senior Policy Analyst provided updates on state legislation (Act 18, 19, 58, 69, 80, 82, 217, 331,388, 539, 556, 636, 646, 688, 743, 757, 810, 977, 988, 997, 1038, 1066, 1069) and federal legislation (H.R.1, S.1847, S.839/H.R.2030, S.2081/H.R.3946) that may impact institutional research reporting including financial aid legislation and academic related legislation. Potential changes in federal legislation include voter reform, direct grant awards, improvement in Federal Pell grant program structure and increase of Pell grant award to $13,000 per year.

**New AHEIS policies, SISAC Bylaws, IPEDS Update, AHESIS Survey Review and ADHE Response & Comments**

* Sonia Hazelwood- Changes at ADHE reorganization of research and analytics work group to ADHE Systems & Applications Development: David Jones, CIO & SAD Team Lead and ADHE Reporting & Analytics: Rachel Lewis, Reporting & Analytics Lead. Send all email requests to: AHEIS@adhe.edu.
* IPEDS Update- Review of Collection Calendar 2021. US Congress renewed interest in reshaping the country’s postsecondary data collection by creating student-level data network (SLDN).
* Recognition of SISAC members demonstrating over 150 years combined AHEIS experience- SISAC members are charged with representing all members, sharing AHEIS knowledge, and with working collaboratively. SISAC members representing 4-year institutions (Amber Hall, Carla Martin, Ginger Otwell, Wyatt Watson, Dustin Howell). Representing 2-year institutions (Blake Cannon, Danita Morris, Kim Purdy, Leslie Anderson).
* AHEIS Survey feedback on how to make system better included comments regarding saving password on browser, setting file transfer password, ability to sort files in folders by most recent, better tab durability on AHEIS manual, and lack of knowledge of LiveBinder resource folder. Other feedback topics included error reports, data summaries, file management, term and annual file resubmissions (contact Rachel Lewis, AHESIS Program Manager, email AHEIS@ahde.edu).

**Breakout Session- Public- Productivity Funding Update**

* Beth Stewart, ADHE Senior Policy Analyst- Provided information on productivity funding formula timeline, year-5 review of funding formula, and potential impact of COVID-19 in year 6 & 7 on funding distribution. If members would like to see changes in funding formula conduct review with administration of institution and contact Director Markham and Beth Stewart with findings from institutional review. Present recommendations by end of fiscal year 2022.

**AY 2022 AHESIS Changes**

* Rachel Lewis, ADHE Program Manager- Review AHEIS manual updates (see 2021-2022 reporting calendar for updates). First Generation Student definition presented that matches TRIO definition: *An individual, neither of whose parent completed a baccalaureate degree; or in the case of any who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree*. Changes to Perkins II and Workforce Course and Student files were discussed. Changes include reporting for Apprenticeship completion and Apprenticeship codes.

**CLOSE**- Blake Cannon

Respectfully submitted –

Kim Purdy

AIRO Secretary

June 24, 2021