**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Wednesday, March 14, 2018**

The Arkansas Institutional Research Organization met Wednesday, March 14, 2018

On the campus of the University of Arkansas - Pulaski Technical College in North Little Rock. AIRO President Beth Hawkins called the meeting to order at 10:00. Approximately 50 AIRO members and ADHE staff attended.

**AIRO BUSINESS**

**Minutes**

* The November 6, 2017 minutes were approved.

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

* With membership payments received and the expenses of the last meeting being paid the current balance is now $23,682.52.

**New Website**

* Blake Cannon (PCCUA) has designed and developed a new website for AIRO. The web address is [www.ark-ir.org](http://www.ark-ir.org). The website allows you to update institutional and member information and contains a wealth of information.

**Next Meeting**

* The next meeting will be June 18th at ASU-Beebe and ADHE will present updated SIS requirements for 2018-19.

**ADHE UPDATE**

* Sonia Hazelwood introduced David Jones, replacement for Paul Nations who has retired. David comes to ADHE from the Department of Information Services.
* The Coordinating Board will review the credentials report for the AY17 Productivity Funding at their April meeting.
* IPEDS surveys are due April 13.
* A new timeline handout will be added to the ADHE website.
* Productivity Funding –
	+ The Workforce metric is still being discussed. The committee met Friday, March 16, and any decisions will have to go thru legislative rules and regulations for approval.
	+ Data clean-up is allowed with-in reason at any time. On older submissions (before Model SIS) please call ADHE before submitting.
	+ AY17 Productivity Funding will be approved at the July Coordinating Board meeting.
* Recent changes to Model SIS –
	+ Most data summaries are now self-service from the same pages as the Model SIS error reports.
	+ Last 2 summaries will be available this summer.
	+ Please use the data summaries to audit submissions. This can prevent emergency submissions.
	+ Auto processing of files has been implemented. ADHE refers to this as ‘Traffic Cop’.
* **Known AY18-19 Updates/Changes**
	+ Error reports will no longer contain SSNs so College IDs will be mandatory for all students and instructors.
	+ Historical SSN/ID updates will be optional. ADHE will develop a process if you want to update all your files with the college ID field.
	+ ADHE will add field highlights for those fields important/used in the Productivity Funding model metrics.
	+ ‘Not available’ will be added to the gender field.
* The previously discussed ADHE/DIS project has changed scope. DIS will be updating the website interface and ADHE will utilize SSIS for some of the other new implementations.
* The June meeting will delve deeper into Productivity Funding, with emphasis on scaled data.

**Annual File Professional Development**

General

* With Traffic Cop you should receive notice of a submission of any file within an hour. If you do not receive a notice there is no harm in resubmitting the file or you can contact Beth.
* If you have a SSN change file to submit, please submit it before sending in other files.
* ADHE is compiling ‘Cheat Sheets’ to help with reporting. These will be on the Research & Analytics ADHE website.
* All annual files are submitted with the actual academic year in the file name.

Graduated Student File

* Admit date – this is the date of initial attendance as an undergraduate or graduate at your institution. Do not use the date when the student attended during high school. This is a field that Productivity Funding uses.
* The initial enroll status, attendance status and date of attendance should all ‘match’.
* Check the warnings on this file. They could give you hints as to something wrong with your data that still passes validation.
* Remedial hours should not be counted in completed hours.

Financial Aid File

* Last year the fund amount field moved from starting in field 32 to 42.
* Submit the Crosswalk file thru the RP server.
* Do not include a line for EFC if the student did not complete the FAFSA.
* Only submit an EFC of zero if the student truly has an EFC of zero (or below.)
* Involve your Financial Aid office in reviewing your FA summary.

Annual Instructor

* You should report everyone paid out of an academic position on the fall term file. They should only be reported on the annual instructor file if they were teaching and included in the course file during the academic year.
* Annual instructor should include all pay an instructor received during the AY. This would include overload contracts.

The next meeting of AIRO will be June 18, 2018.

Respectfully submitted –

Kim Purdy

AIRO Secretary

March 19, 2018