

# Institutional Research Committee Meeting Minutes

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March 12, 2012, at 10:00 am, adjourned at 10:50 am

## Present

*Karleen Delorme, Mary Fontes, Bob Gooden, Sherry Lindquist, Becky Lindseth, Mary Bydal, Brian Huschle, Kristi Lane, Julie Fenning, Rocky Ammerman, Michelle Bakken, Jerry Schulte*

## Approval of Minutes

The minutes of the February 13, 2012, were approved (Mary Fontes sent a note that she had no changes to request, other changes will be made if they are forwarded to the chair.) The February minutes will be submitted to Karleen Delorme for posting on the web, see also [Northland: IR Committee Minutes](#)<sup>1</sup>. Sherry Lindquist will post them in the SharePoint IR Workspace.

## Review of SharePoint IR Workspace

**Please visit the SharePoint IR Workspace and note any "task" items that have your name attached, beginning with the title "Work Plan."** You can access the workspace through the My NCTC Portal sign in, available on the "Faculty/Staff" page. Look to the far right near the top of the screen after you log in to locate the "IR Workspace." While there, you can also see what information has been stored there in the shared folders at the top of the screen.

At present, Sherry Lindquist is the only one who can upload files until permissions are changed, so if you have an item to go in a folder or to be part of your task completion, please email it to her. As soon as she has the rights to assign permissions, you will be notified.

## HLC Annual Institutional Data Update

**The data required by the Higher Learning Commission is listed in the "Tasks" area, with AIDU at the beginning of the title. If you see your name there and are not sure what you are being asked to gather, please contact Sherry Lindquist.** The deadline to submit this update is April 13, 2012. We will keep a copy of the submission worksheet in the IR Workspace for consultation in future years.

Mary Fontes noted that the responsible party for "Tuition/Refund Policy" should be changed from Gene Klinke to Becky Lindseth. Sherry Lindquist and Rocky Ammerman are working on the "Non Financial" section of the update. The "Financial" section will be sent to Shannon Jesme for completion. One area of concern is the accurate reporting of Northland's consortial relationships with Distance Minnesota and

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<sup>1</sup> URL: [http://www.northlandcollege.edu/VirtualOffice/employee\\_id001/committees/inst\\_research/](http://www.northlandcollege.edu/VirtualOffice/employee_id001/committees/inst_research/)

the 360 Partnership. **Committee members may be consulted this month to assist in accurate and timely completion of the update.**

## **Work Plan Update**

All committee members are asked to review the Surveys, Assessments, and Reports spreadsheet attached as part of the March 12 meeting request (check March 12 on your email calendar). **Please be prepared to report on any items that need to be added or changed for our April 16 meeting.**

## **ISEEK update**

All of the ISEEK information is available in the workspace in the following spreadsheets: Annual Consumer Information, Flexible Scheduling, and General Program Information. All relevant program faculty members have been sent copies for review. Information at the workspace site represents most current available. Some information previously entered by former marketing employee and academic assistants, so we are in the process of making sure it is all accurate and current.

At Rocky Ammerman's suggestion, the committee will contact the chair of the Academic Affairs and Standards committee to put this issue on the agenda for their next meeting, with the suggestion that the proposed program fact sheet templates incorporate ISEEK information to make it easier for all interested parties to be able to locate accurate information consistently.

Becky Lindseth noted that the issue of how to report fees on the Annual Consumer Information section might be simplified by the move towards differential tuition, which incorporates program-specific fees as part of tuition.

## **Institutional Review Board coordination request**

Sherry Lindquist sent an email in February to members of the IRB inviting collaboration and invitation to attend this meeting, with no response to date.

Based on discussion, the committee would like to table this issue until April, where it will consider several options, including incorporating the IRB committee as a sub-committee of the IR committee or realigning responsibilities of the two committees. One possible scenario would have the IRB committee responsible for research activities by faculty and staff, and the IR committee responsible for approving any surveys to be administered to students and/or employees, with the exception of classroom surveys designed in conjunction with individual faculty research projects.

## **Capital Bonding Request**

Bob Gooden reported that the open comment period for input on the capital bonding request is now over, and possible projects have been identified, including renovation at the airport in Thief River Falls and a science lab and HVAC lab in East Grand Forks. Further action will need to wait until the legislature

determines whether initiatives will be funded and what those initiative areas will be. Once the legislature announces its plans, Bob may request assistance from the committee in gathering data to support the college's request. June 2012 is the deadline to notify system office about title and brief outline of any proposed project.

## **SENSE Data Available**

See workspace, particularly the "Key Findings" document in the *Fast Facts* folder and the tables in the *Drill Down Data* folder. The data is based on 605 student responses, with duplicated students. SENSE did not provide institutional or national response rate for comparison. A summary of key findings appears below:

### **Areas of Highest Student Engagement compared to national benchmarks:**

1. An advisor helped me select a course of study, program, or major
2. An advisor helped me identify courses I needed to take during my first semester
3. The college provided me with adequate information about financial assistance
4. A college staff member helped me determine whether I qualified for financial assistance
5. At least one college staff member (other than an instructor) learned my name

### **Areas of Lowest Student Engagement compared to national benchmarks:**

1. Participated in supplemental instruction during first three weeks of the semester
2. Used electronic tool to communicate with instructor during first three weeks of semester
3. Asked for help from an instructor regarding questions or problems related to class during the first three weeks of the semester
4. Used face-to-face tutoring
5. Used writing, math, or other skill lab

### **Special Focus Area**

1. 92.3 percent of students completed registration before first class session, same as national benchmark
2. 59.1 percent of students met with an advisor to set academic goals before registering for classes, compared to 60.5 percent nationally
3. 20.4 percent of students participated in a structured first-year experience, compared to 25.7 percent nationally
4. 70.9 percent said all of their instructors clearly explained class attendance policy, compared to 77.6 percent nationally
5. 12.6 percent said someone at the college contacted them if they were struggling with studies to help them get the assistance they need, while 38.1 percent said the question was not applicable (no difficulties). This compares to 14.4 percent nationally who said they were contacted and 35.3 percent who said they did not experience difficulties.
6. 71 percent of our part-time students and 64.7 percent of our full-time students said they needed at least one developmental course as a result of placement testing.

## **Report from Higher Learning Commission Steering Committee**

The group met for the first time on February 13 and agreed to meet regularly for the rest of the semester, in preparation for the Open Pathways accreditation format. IR Committee members may wish to review the new criteria definitions at the workspace and become familiar with the quality initiative guidelines. The steering committee will meet later today to review ideas for the initiative and make recommendations to the college.

## **Responding to Gold and Red Items on Dashboard**

Northland will need to comment on items where the college has scored in the red or gold areas, per Douglas Knowlton's recent email, sent separately. **This will be an item for the April meeting.**

## **Next Meeting:**

Our next meeting will be **Monday, April 16, 2012, from 10:00 to 10:50 am** in EGF (115) and TRF (545). An appointment notice with agenda and attachments will be sent out two weeks prior to the meeting and a reminder three to four days prior to the meeting. Our remaining meeting for FY2012 is May 7.