MCCDEC
Michigan Community College Data and Evaluation Committee

Minutes
Friday, November 14, 2008
Henry Center, Lansing, MI

Attendees: Nick Baker, Linda Blakey, Steve Cannell, Angie Carrico, Becky Chadwick, Steven Fosgard, Pat Graves, Ginger Gulick, Darby Hiller, Gail Ives, Leslie Kellogg, Linda Minter, Letyna Roberts, Jim Ross, Nancy Showers

Ex-officio: Rhonda Burke, James Folkening

Meeting called to order at 9:05 a.m. by Chairperson, Leslie Kellogg.

Approval of Agenda
The agenda was presented for review. Agenda approved with one change: Paula Puckett, Bob Westdorp will not be attending the meeting; Jim Folkening will report on the 1P1 Third Party Certifications & Licensures Identification Project.

Approvals of Minutes
Committee reviewed the minutes of the June 20, 2008, meeting. Motion by Steve Cannell to accept minutes as presented; motion seconded by Nick Baker. Motion passed.

Membership Review
The committee welcomed Ms. Pat Graves as a new member. Membership list was reviewed, no changes made.

CECR Taskforce & NWLB Implementation Workgroup Update
Leslie Kellogg reported that the CECR Taskforce Subgroups have completed their committee work. The outcome from the reporting subgroup was to seek a waiver from the US Department of Labor to allow community colleges and other institutions to update performance data annually, sometime between October and December. Next steps are to bring subgroups together to finalize recommendations. Diana Carpenter will schedule this meeting.

Gail Ives reported that at the last NWLB Implementation Workgroup meeting, State of Michigan staff shared a white paper on the first year of NWLB implementation detailing best practices and indicators of effectiveness. The paper has not yet been released. A training pilot for front-line staff of Michigan Works! Agencies and community colleges has been conducted at select locations; training will begin at all locations after the first of the year. Any issues with programs of study will be addressed by the NWLB Implementation Workgroup.

MI/AIR Report
Darby Hiller and Nick Baker reported on the Michigan Association for Institutional Research (MI/AIR) annual conference "Orchestrating Change," held in Traverse City. A pre-conference workshop "Transparency and Trust," given by Steve Spangehl, Director of AQIP for NCA HLC, was particularly enlightening. The keynote address "Leadership and Leading Indicators," was given by Timothy Nelson, President of Northwestern Michigan College. Approximately 60 participants attended the conference.

Darby Hiller will serve as chair of the 2009 conference; MCCDEC members are encouraged to visit the MI/AIR website and contact her with any questions.

AQIP & CQI Systems Portfolio Update
Nick Baker provided an overview of the AQIP accreditation process recently completed by Kirtland Community College.

Perkins Core Indicator Instructions & Reporting Review
Rhonda Burke informed the committee that the federal government did not require data for any of the core indicators for the 2007-08 CAR - this year only. We will have to report next year on all core indicators. We have a year to revise/fix/clarify instructions and re-do any data so when we report for 2008-09 the data will be better. We could use the same programs listed for 1P1 for 2008-09 instead of adding on those we noted for 2008-09 – a decision will be needed on this.
DLEG has been given one year to revise Core Indicator instructions. Community colleges may re-do their fall 2008 data if they wish; this will not affect baseline data.

For 1P1, the federal language is looking for the number of CTE concentrators who pass the test related to the program of study/CIP; this may result in our missing students who are on test reports but are not in the concentrator file due to program code/student record issues. A national sub-committee has been formed to investigate alternative ways of collecting and reporting data.

Discussion ensued regarding the formation of a small sub-committee or workgroup to continue revisions to the Core Indicator Instructions. Becky Chadwick, Nick Baker and Gail Ives agreed to participate. Committee members reviewed the instructions for 1P1; draft changes were made. Rhonda Burke will incorporate changes and distribute the new draft document to MCCDEC at the January 2009 mtg.

Third Party Certifications & Licensures Identification Project
Jim Folkening informed MCCDEC Paula Puckett and Bob Westdorp will provide a full progress report at the Data Workshop. Project is on target for completion by June 2009. Any changes to the report format should be forwarded to Jim Folkening and Rhonda Burke.

New HEA Accountability Language; IPEDS; Gender & Ethnicity Reporting
Gail Ives distributed an AIR Alert from the Association of Institutional Research (available on AIR website) regarding changes to IPEDS reporting requirements.

Document contains a section listing additional issues and resources, which may be of interest to those in Institutional Research positions.

Student Tracker Resources: Strengths & Challenges

Leslie Kellogg discussed the Student Tracker resource which was helpful in reporting 2P1, 3P1 and 4P1 core indicators. Pulling data at a time further into the semester seemed to result in more hits from the Student Tracker. This is an issue when colleges are pulling fall reporting data, a very tight timeline is needed. Due to some universities and proprietary schools not participating in Student Tracker, some community colleges fare better than others when using the systems.

Data & Report Taxonomy Project

Jim Folkening informed the committee of a project proposed by DLEG to update the state Report Taxonomy which was last edited in 2005; the Taxonomy lists all data reports community colleges are responsible for reporting, and to whom they report. Currently, there is duplication of effort in reporting to different agencies. Phase 1 of the project will be to update the data fields and list of reports and detail on specific data elements. Phase 2 will be to create an inventory of data collection forms. Phase 3 will identify opportunities to streamline data collection and reporting.

MCCDEC reviewed the data report screens. The following suggestions were forwarded: URL links must be tested, a data field could be added for reporters to share advice/comments for reporters to share information could be added. A subgroup of 4-5 MCCDEC members will be formed to work on the project in 2009. Kristin Stehower will be the MCCDEC contractor for the project. Expenses will be shown in the MCCDEC budget.

MCCDEC Bylaws, Structure, & Membership Review

Discussion ensued regarding MCCDEC's role and membership. The mission and purpose document needs to be updated; this issue will be discussed further at the January meeting.

Proposed New Data Reporting & Research Statewide Organization

Leslie Kellogg and Gail Ives reported on the Data Committee meeting convened by MCCA on October 27, 2008. The purpose of the meeting was to provide all community colleges a forum for discussing issues, information, and tools relating to institutional reporting. The meeting was productive and an ad hoc steering committee has been formed and includes MCCDEC members Leslie Kellogg, Gail Ives, Doris Lewis, Nick Baker, Darby Hiller, and Doris Lewis. This will be a state-wide group that will enhance the work of MCCDEC. Care will be taken to ensure minimal overlap and maximum collaboration between MCCDEC and the new Data Reporting & Research Statewide Organization. The next meeting will be held in late January; a draft agenda will be discussed at the January 23rd meeting.

Gail Ives distributed a draft of the structural concept of the group and encouraged members to email with any changes or suggestions regarding the structure of the group. Those who are interested in joining the Steering Committee should contact Leslie Kellogg.

Budget; MCCDEC Travel Guidelines
Linda Blakey distributed guidelines for reimbursable MCCDEC travel expenses. Jim Folkening reviewed the MCCDEC budget for 2009. As of November 14, 2008, $10,000 remains budgeted for meeting support. Additional money appears to be available for projects.

Next Meeting & Adjourn
Next meeting scheduled for Friday, January 23, 2009. Agenda items for future meetings should be emailed to Leslie Kellogg. Meeting adjourned at 2:45 pm.

Recorded by:
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