

# Oregon Community College Council of Institutional Researchers

## Meeting Notes

Fall Meeting: November 6-7, 2012

Portland Community College:

Nov. 6 → PCC Downtown Center; Rose Room (1<sup>st</sup> Floor – IR meeting room) 1:15 to 5:00

Nov. 7 → PCC Downtown Center; Rose Room (1<sup>st</sup> Floor – IR meeting room) 8:00 am to 11:30 am

Campus Contact: rsmith@pcc.edu

Driving Directions and Campus Maps: SW 2<sup>nd</sup> Ave. and SW Yamhill

<http://www.pcc.edu/about/locations/downtown/>

There are links to driving directions and public transit services at the link

Parking Permit: On your own, there are several parking garages within a few blocks of the Downtown Center – addresses for them coming soon.

**Meeting Fee:** \$15 per attendee

### AGENDA

#### Tuesday, November 6

1:00 p.m. **Welcome & Updates: Welcome by Laura Massey!**

- Campus Updates
  - Craig T. Lane - Total FTE down about 9% for summer and 9% for fall term. In the last phase of their bond spending about 35M to build a learning commons and other student resources. Beginning to experience some turnover due to retirements and persons leaving for new opportunities.
  - Andrea C. Clackamas – stay tuned!
  - BJ N. Clackamas - Introduced Andrea and Andrea is very well versed in Title 2. Summer down about 2% summer and 6% for Fall term. Is looking for a new director of educational partnerships. Just finished the SENSE survey! Yea!
  - Chris E - Central Oregon Down in FTE and headcount by about 1%. First time for a decline in many years.
  - Paul G. Chemeketta - Hi everyone! Will be handling the meeting fees and receipts for this meeting!
  - Elizabeth D - Oregon Coast - Has been at Oregon Coast for about 2 weeks.
  - Curtis S. Rogue - Down about 6% FTE for fall at this time.
  - Marilyn K - CCWD – Lots happening will save her update for later in the meeting.
  - Toshihiko M. CCWD - Works in Title 2 programs. Also helping with the OCCURS uploads as the redesign of moves forward.

- Donna L. CCWD - Acting as the liaison between the CC research team and the leadership team and works on the FTE Audit.
- Elizabeth C. CCWD – Will save her update for later in the meeting!
- Rob V. PCC - FTE down about 1.2% from last year. Activated a policy of deletion from the classes for non-payment.
- Laurie Starr CCWD - Achievement Compacts focus right now. Working on the data. Also working on the OCCURS data base redesign. The Oregon KPM's are calculated and will be published at some point in the future once the reports are formatted.
- Beth P. Chemeketta - Total FTE is down a little but reimbursable FTE is up just a little. Just finished the SENSE survey and was happy to get that done. Is working program review data at this time.
- Michelle L. Treasure Valley - Has been at the college for about 90 days and has been working on Accreditation and has resolved all the recommendations. Is working on the year 3 report now.
- Scott C. Treasure Valley - Is IT for the college and is here to support Michelle as she comes up to speed on
- Kristin C. Columbia Gorge - We may be down about 20% from last year in FTE. Just finished SENSE survey and it was great in that it fostered a lot of engagement with faculty. In support of Accreditation we are in the final process of developing our comprehensive self-evaluation.
- David Loos – CCWD will update in support of Marilyn K.
- Justene M. Linn Benton - Introduced
- Justin S. - Linn Benton - Fall was down about 8% FTE in reimbursable FTE. Has been at the college for about a month.
- Tom G. - Clatsop - Summer was up 34% and 4th week fall was down about 10%. Is working on reinventing the college.
- Robin B - Southwestern - Moving into the accreditation 1 year report. Did her 1st visit as an evaluator and that was a very good experience and a lot of work. Summer FTE was down FTE for Fall term 2 to 3% down. Working on Achieving the Dream and is hoping to have SAS installed next Monday to support the data uploads to JBL. Just moved to Jenzebar data system which is a big transition.
- Paul B - Klamath Falls - Miq D. has resigned and is moving to Reno to Truckee Meadows CC but is still working on Achieving the Dream extracts. Down in FTE for Fall term about 17%. Experienced a lot of change in leadership with the new president and many new senior staff. Doing mandatory advising. Doubled the size of the campus in square feet area in the past 2 years and is now settling into a sustainable enrollment pattern.
- Jan Hood Blue Mtn. - Gearing up for a presidential search. Is an Achieving the Dream school and is working on their extracts. Some data is not stored in the Rogue Net data base so you have to get at some of the data in supplemental ways depending on what modules are used. Just finished the SENSE survey and am happy to have that done!
- Brynn P. Central Oregon - Had a lot of exciting things happening. Enrollment and FTE is flat at this time. Opened a new health careers and science buildings on campus. Hired a new grants coordinator and next week we have a research specialist starting. Very excited to have this

person aboard. Finished the 7 year report for accreditation last spring and is now working on the year one report. Chris is learning the Argos business intelligence system.

- Dan Y. Umpqua CC - Summer FTE was down about 31% and Fall term is down about 20% at this time. The change in FTE was expected as the college is returning to the historical enrollment pattern post the enrollment surge due to the economic downturn. Everything else is going well!

- Liaison updates from CIA, CSSA (*Didn't get to this discussion.*)
- Grants/Projects: TAACCT, Complete College America, Win-Win, CASE, Achieving the Dream, Foundations of Excellence, others (*Moved to the Winter/Spring agenda.*)

2:00

### **Special Projects – Updates & Discussion:**

- Achievement Compacts – *Elizabeth C. CCWD*
  - Have until November 22, 2012 to get out the GED numbers and any adjustments to the data from the colleges. December 1st is the deadline that the OEIB set to get the compacts out to the colleges. They are not due back to the state until July 1, 2013. Be sure you check your numbers and get back to Laurie Star! This will be an iterative process each year during the fall so that we are as sure as we can be that the inputs are correct. The Best Practices and Innovation subcommittee is working with the Achievement Compacts for Community Colleges. A group is working on definitions for the two areas that were not part of the Compacts for the current year Employment and Programs of Study. CCWD is recommending for inclusion for the 2013/14 following year. Programs of Study are about workforce training at this point. The OEIB is very focused on k-12 at this time. There is also conversation about making the compacts more regionally and/or community focused. Several concepts/options are being discussed at this time.
  - Right now the focus is on numbers and will we transition to move toward process or transition numbers with qualitative measures? The conversation has started and will continue to progress.
  - Next iteration of Achievement Compacts - To the colleges by Dec 1, 2012 so that the colleges can have them for the budget process. We have to July 1, 2013 to achieve what we said we would in what we submitted to the OEIB July 1, 2012. Will have to have new targets set in our July 1, 2013 compacts for the following year.
  - This is the start of the conversation where mitigating issues may come into play. Transfers as completers, informal awards, industry certification, occupational supplementary, Adult Continuing Ed. ACE courses, enrollment changes, and so on that impact the empirical number of completers. Add CNA, CMA and others that are stand alone courses that support entry into the workforce.
- Community College Profile – telling regional stories – *Paul (Moved to the Winter/Spring agenda.)*
- FTE Audit – *Donna (Didn't get to this discussion.)*
- Completer Data Discrepancies – OCCURS & IPEDS – *Brenda Turner*

- OLMIS web site. The educational information tab is populated from IPEDS. Is looking at the OCCURS completers data to use as a possibility rather than the IPEDS data. Found discrepancies between the IPEDS reports and the OCCURS reports by college.
- Wants to understand how our data is reported to IPEDS vs. OCCURS. IPEDS is reported by CIPS codes without the OCCURS extensions. IPEDS does not care about high school data and informal awards with OCCURS cares about but IPEDS does not.
- Check to be sure Career Pathways completions are being reported to both IPEDS and OCCURS.
- SENSE – ideas for working with and sharing findings, by college and consortium (*Moved to the Winter/Spring agenda.*)
- EMSI, including services that might be useful – *Elizabeth & BJ*
  - Gabriel Rench from EMSI based out of Moscow Idaho - Talk about Analyst 101 tool.
  - Economic Impact studies by region for each of the Oregon CCs. - Really tells the story of the community colleges as an investment rather than as just an expense. Will present at the presidents meeting in December. The Analyst tool will help bring some of the 90 different data sources used for economic analysis mainly on labor market data. The data will be 9 months to a year old and is not confidential and some of the data may be suppressed at the local level and hopefully we can un-suppress the data at the local level for you. Analyst 101 is the tool they've built to generate reports from this data. The tool is able to pull out trend charts and copy them to other documents for reporting. Data is based on industries paying unemployment insurance and sole proprietors are added through tax roles. The tool will allow you to change data sets for either different cuts of the data or look at historical data previously gathered. Data tabs are Economy, Education, Input / Output, Workforce, and GIS. You can select a region and dig into the occupations for that region. IR and grant writers can use this tool for environmental scanning, program planning, and workforce development for partnership planning and so on.
  - Will do on-line demos for any college that request it.
  - Gets completion data from IPEDS and working with the individual colleges and from Equifax is another source. The tool can't track the actual completers but can track the types of completions into jobs in the regional workforce.
- Analyst from EMSI
  - short video of the tool <http://www.economicmodeling.com/2012/07/27/what-data-can-i-find-in-analyst/>
  - and other insightful links on this
    - <http://www.economicmodeling.com/analyst/>
    - <http://www.economicmodeling.com/data/>
    - <http://www.economicmodeling.com/data/emsi-data-sources/>
    - <http://www.economicmodeling.com/wp-content/uploads/data-brochure.pdf>
- HB 2557 – *Karen Smith (Moved to the Winter/Spring agenda.)*
- Achieving the Dream - Some discussion.
- Key Performance Measures (*Moved to the Winter/Spring agenda.*)

- Sharing student record data with Partners – *Dan (Moved to the Winter/Spring agenda.)*
- NWCCU Accreditation – core themes and indicators and standards 3 & 4 – *Fauzi (Moved to the Winter/Spring agenda.)*
- Benchmarking Project *(Moved to the Winter/Spring agenda.)*
- CCWD Student Success Plan - the initial version was the development of the list of the 27 best practices which led to the Measure What You Treasure plan. Then in 2010 the task force meet and developed a more strategic focus on persistence and completion looking at key transition points. Also developed a menu of strategies and best practices but Oregon did not have funding for these possibilities. The group wrote several grant applications to support various initiatives in support of student success. In Fall 2012 a new task force was brought together where the CCWD Student Success plan was re-drafted focused on the next few years. This initial effort was a day long process that drafted the framework for the plan. Looking at page 6 The Framework for Success. This represents a progression where the students are moving forward to achieving their goals.
  - We are asked to consider data or data sources that support the plan or aspects of the plan and have that information to Donna by early next week. Tuesday no later than noon.
  - Any comments or perspectives problems or concerns that you may have.
  - Indicate the page and paragraph where relevant.
  - Positive feedback is welcome as well.

3:30 Break – snacks & stretch

3:45 Professional development (Note: at the summer meeting we decided to set aside an hour of each meeting for a professional development opportunity where a specific subject or project is presented to the group.

- Fall - Defining STEM students – *Rob V.*
  - CTE STEM Majors - The US Dept. of Commerce has a list of STEM occupations - See STEM: Good Jobs Now and for the Future and NSF definitions by cross walking with CIPS codes to Standard Occupational Codes (SOC) using data from the National Center for Education Statistics.
  - LDC STEM Concentrators - same as above looking at students with a STEM related major and core curriculum in 1) Chemistry, 2) Biology, 3) Physics, 4) Engineering, 5) Math, and 6) Computer Science transfer, 7) Environmental Studies that were identified as STEM and that transfer to four-year colleges. Students that completed these key sequences of classes are considered to be concentrating in STEM fields of study due to the substantial course work involved.
  - Potential CTE STEM Majors - Students that indicated that they intend to transfer on to a four-year college and have a STEM major. These students do not have enough course work to indicate they are STEM focused students but may answer the questions of "potential STEM majors" for grant applications. Includes new students that are transfer majors as potential STEM majors as the transfer major decision at this point may be tentative.

4:30 OCCIR Work Plan for 2012-13 – *Brynn (Moved to the Winter/Spring agenda.)*

5:00

Prepare for dinner together:

- Discuss options and agree on destination.  
NOTE: BJ lives a short distance from the conference center and can offer a dinner option in the court yard! Discussion followed!
- Adjourn

## Wednesday, November 7

8:00 a.m. Continental Breakfast

### The following discussion took place at 4pm on Tuesday Nov 6:

OCCURS: updates, changes, questions – *Marilyn*

- Placement test scores (from recent listserve discussion) - Agreed to not use the expired value to report a expired placement test score but use the XXX data not available for this students. Just report the most recent placement test score. Lots of discussion ensued! Agreement was attained to use the most current test score. (At this point OCCURS does not have placement test date fields defined.)
- Core credits -- check-in on what colleges are doing with these. Cum Core credits vs. Cum program credits vs. Sum of CR&PT Yearly table cum program credits. Lots of discussion regarding either verifying the data or just use the annual submission? In the end we focused on using the CR&PT yearly file for core and program credits. Marilyn will take these fields off the student file for the time being.
- CCWD will no longer report values of 6 and below or percentages of 5% or less or 95% and above as they will be suppressed on reports from the CCWD and will no longer be e-mailed.
- New value for reporting Distance Learning Mode beginning in the 2013-14 year. This is for Hybrid distance learning web based classes. The code would be HYB. Hybrid classes combine traditional on-ground classroom activities with online course components. Some on-ground class time must be replaced by online course components. Marilyn will take questions back to other groups for input.

8:30 am

- Redesign of the OCCURS database - Elizabeth C. CCWD - Looking to merge some of our student and course taking information with the web-forms system to work on a greater efficiency.
  - Using an Alder grant to help pay for the redesign project.
  - DevMecca Co. - Dave - Contracted to develop the Webforms system and is working with the CCWD on the redesign of OCCURS.
    - <http://67.129.99.164/WebForms/Login.aspx>
  - Proposed field changes sent to the OCCIR list serve. Laurie Star CCWD - Presented significant changes in conjunction with the state longitudinal data system. Don't have the full specs on this yet but do have a sense of how to be proactive in preparing for this move. Looking to set up and maintain the OCCURS data base in such a way that access and research can be accomplished in a timely and efficient way.

- Moving from a fixed width field format to CSV comma delimited format for data submission with double quoting all fields to prevent commas imbedded in text information from causing problems.
- Field deletions - keep fields that are related to mandatory state and/or federal reporting and fields related to data analysis. A lot of fields will be deleted from the student file.
- Calculate fields that are based on the data submitted rather than have the colleges generate this data prior to submission reducing the work at the community colleges and insuring that the data does not have anomalies in these areas.
- No new fields added at this time.
- Move some fields from the course file to the web-forms course file as these codes are true for any class offered with that course number. Move some fields from the student to the PT&CR annual file.
- Proposed elimination of the ID change file. Update this as the year progresses. The process for this will be forthcoming.
- High School codes currently use ETS codes with the **proposal to move to the NCES school codes**. NCES codes do not change and charter schools also have them. The NCES codes can be accessed at any time and do not cost the colleges to download. <http://nces.ed.gov/ccd/schoolsearch/>
- CCWD does plan to do interstate data sharing on high school graduates from Border States attending Oregon community colleges to facilitate partnerships so that Oregon can also know how many of our students are attending in those states.
- Plans to build an individual record interface so that minor problem can be fixed without having to resubmit the entire file. We will also have the option of re-uploading an entire file if that's needed.
- Error download only resolution - This allows a more efficient means of fixing error problems.
- Production download capability - Ability to do a snapshot download of the CCWD production data for your college with a few clicks of a mouse for data analysis or problem resolution.
- ID resolution - Tracking students from k-12 to community colleges to universities via the state longitudinal data system. The colleges will have their internal ID, the student SSN when provided by the student, and the OCCURS generated ID so that the CCWD can insure independent colleges do not submit data to OCCURS on different students using the same ID. Proposing a 10 character hex string 0 through F starting with a letter and 9 digits as the conceptual model and a possible starting point.
- Beta Testing - A small group of colleges provide 5 to 6 years of data for testing and problem resolution. Volunteer colleges are -
  - Umpqua
  - Rogue
  - Chemeketta
  - Southwestern
- New data collection - the concept of adding data collections rather than adding new fields to existing extracts. Example - adding TOPS data

using the OCCURS ID so that data can be access across the various continuums of data available.

- Data validation and cross submission validation would be build in. The 2% error limit will be phased out as the expectation will be that all errors will be fixed during the submission process.
  - Will have to reconcile student major codes so that CIPS with OCCURS 7 and 8 digits match between webforms program records and student major CIPS with + 2 digits.
  - Will build a publicly accessible data mart with parameter drive report extract capabilities. Will also build in reports that are generally needed for FTE verification and others. Will have a process to reconcile validation issues and to develop reporting.
  - Discussed entering non-credit course numbers and information into webforms for validation with OCCURS submissions. Encouraged the use of proper subject codes and numeric course numbers for all classes. Encourage common course numbering schemes for each area so that Oregon colleges are moving toward common course numbering.
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- Agenda items for next meeting -
    - OCCURS Redevelopment and update
    - OEIB Achievement Compacts
    - CCWD Student Success and Completion plan
    - Changes to ACTI codes

11:30           Adjourn! See you at PNAIRP: Pre-Conference Workshops begin at 1:00

OCCCIR winter meeting: February 14, 2013 at Chemeketta CC

**PNAIRP Conference in Portland --** November 7-9, 2012

<http://www.pnairp.org/conference.html>

## **SUPPORT INFORMATION:**

OCCCIR Meeting Schedule 2012-2013 (and much more):

➤ <http://www.socc.edu/occcir/>

OCCCIR – Billing for expense

OCCCIR in care of Paul J. Guthrie

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