

MINUTES

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
JOINT ADVISORY COMMITTEE ON INFORMATION RESOURCES (ACIR) AND
INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEMS (IPEDS)

JULY 23, 2008

10:00 A.M.

CHE LARGE CONFERENCE ROOM

Members Present

Dr. Raymond Barclay – College of Charleston
Mr. Anthony Caldwell – SC State
Mr. Alan Davis – Winthrop
Ms. Nancy Floyd – USC System
Mr. Mac Kirkpatrick – Lander
Ms. Chris Mee – Coastal Carolina
Ms. Lisa Pace – The Citadel
Dr. Wickes Westcott – Clemson
Dr. Tom Higerd – MUSC (by phone)

Guests Representing Members

Ms. Kim Davis—Francis Marion

Other Guests & Institutional Representatives Present

Ms. Michele Bowles – Midlands TC
Dr. Russ Bumba – SC Technical College System
Ms. Ardelia Coward – SC Technical College System
Ms. Debbe Daughtry –SC Technical College System
Ms. Cheryl Fogle – USC Aiken
Ms. Linda Graham – SC Technical College System
Ms. Rosalyn Graham – SC Department of Education
Ms. Beverly Harper – Midlands TC
Ms. Angela King – Midlands TC
Ms. Holly Legg—Coastal Carolina
Ms. Maria Massey - Winthrop
Ms. Jessica Pierce – Clemson

Ms. Tabitha Singletary—Coastal Carolina
Dr. Jackie Skubal – Denmark TC
Ms. Deborah Staley – USC Columbia
Ms. Christina Stiles – Winthrop
Ms. Vickie Sutton – Midlands TC
Mr. Cleveland Wilson – Orangeburg-Calhoun TC

Phone Participants

Ms. Cathy Boyd – College of Charleston
Mr. Don Burkhard – College of Charleston
Ms. Eileen Green – College of Charleston
Ms. Marcia Moore – College of Charleston
Mr. Richard Moss – College of Charleston
Ms. Jackie Brooks – Northeastern TC
Mr. Earl Moore – Piedmont TC
Ms. Rose Pellatt – Spartanburg CC
Dr. Carole Lancaster - MUSC
Ms. Sandra Morris – MUSC

CHE Staff Present

Ms. Mim Armour
Ms. Courtney Blake
Ms. Camille Brown
Mr. Michael Brown
Ms. Julie Carullo
Ms. Lorinda Copeland
Mr. Gerrick Hampton
Mr. Gary Glenn
Ms. Alyson Goff
Ms. Lorna Manglona-Williams
Ms. Stephanie Reynolds

For the record, notification of the meeting was made to the public as required by the Freedom of Information Act.

A joint meeting of The Advisory Committee on Information Resources (ACIR) and The Integrated Postsecondary Education Data Systems (IPEDS) met in the large conference room at the Commission on Higher Education on July 23, 2008.

The following agenda items were discussed:

I. Introductions

The meeting was called to order at 10:05 a.m. by Ms. Camille Brown. All present complied in introducing themselves and are listed above. Ms. Brown announced that Ms. Alyson Goff, Program Manager for Facilities at CHE, will be leaving after 5 years of service to pursue other career options. Ms. Brown also announced Ms. Courtney Blake's, Administrative Assistant for Finance, Facilities, & MIS at CHE, promotion to Program Coordinator for Finance, Facilities, & MIS; and Ms. Stephanie Reynolds', Research Analyst for Finance, Facilities, & MIS at CHE, promotion to Program Manager for Finance, Facilities, & MIS.

II. Review and Acceptance of Minutes

Since there were no additions or corrections to the Minutes of the meeting on July 12, 2007, the Minutes were approved as written.

III. South Carolina's New Secondary-to-Postsecondary Electronic Transcript Solution

Ms. Brown introduced the topic announcing that the RFP has been awarded to Docufide, which involves electronic transfers of high school transcripts. Ms. Rosalyn Graham, Project Manager for the South Carolina Department of Education, was welcomed and presented a PowerPoint presentation which can be found online at

[http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/e-T%20Services%20Overview%20\[Compatibility%20Mode\].pdf](http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/e-T%20Services%20Overview%20[Compatibility%20Mode].pdf).

The presentation explained the process of South Carolina's New Secondary-to-Postsecondary Electronic Transcript Solution: The e-Transcript System. The e-Transcript software solution will allow all K-12 districts in the state to send electronically a student's high school transcript to the higher education institutions in South Carolina without any charges to the student or the receiving institution. The transcripts process can be accessed by going to www.docufide.com.

Any questions regarding the presentation should be directed to Ms. Graham at RGraham@ed.sc.gov.

IV. Legislative Updates

Ms. Brown introduced Ms. Julie Carullo, Director of Governmental Affairs and Special Projects at CHE. Ms. Carullo gave a summary of the current legislation and directed all to visit CHE's website for the higher education legislation and status at

http://www.che.sc.gov/InfoCntr/Legisl/HigherEd_Legis_List.xls.

V. Integrated Postsecondary Education Data System (IPEDS) Updates

Ms. Stephanie Reynolds, Research Analyst at CHE, was introduced by Ms. Brown. A copy of the PowerPoint presentation was provided

[http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/IPEDS-Update%20\[Compatibility%20Mode\].pdf](http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/IPEDS-Update%20[Compatibility%20Mode].pdf). The presentation was an update of the Integrated Postsecondary Education Data System (IPEDS). The following is a summary of the presentation: IPEDS Data Collection: Reporting Compliance, 2008-09 and Beyond, IPEDS Training Report (<http://airweb.org>); IPEDS R&D; IPEDS Data Use Tools: College Navigator (<http://collegenavigator.ed.gov>), Updated Data Feedback Report & ExPT (<http://nces.ed.gov/ipeds/pas>); IPEDS Technical Review Panel (http://edsurveys.rti.org/IPEDS_TRP/Index.aspx).

VI. Race/Ethnicity Changes

Ms. Brown introduced the topic and explained that the presentation would be presented in three parts. Ms. Stephanie Reynolds, Research Analyst at CHE, was re-introduced by Ms. Brown to present on first topic, Final Guidance. A copy of the PowerPoint presentation was provided [http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/Race_ethnicity_part1%20\[Compatibility%20Mode\].pdf](http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/Race_ethnicity_part1%20[Compatibility%20Mode].pdf). Implementation is scheduled to be in place by fall 2010 for reporting 2010-11 academic year data. Guidance and samples can be found at http://nces.ed.gov/IPEDS/news_room/.

Ms. Jessica Pierce, Research Associate for Clemson University, was welcomed and presented a PowerPoint presentation which can be found online at [http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/Race_ethnicity_part3%20\[Compatibility%20Mode\].pdf](http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/Race_ethnicity_part3%20[Compatibility%20Mode].pdf). The presentation outlined Clemson's goals and objectives for implementing the Mandatory US Department of Education Changes to Race/Ethnicity. Any questions regarding the presentation should be directed to Ms. Pierce at pierce@clemson.edu.

Ms. Camille Brown, Assistant Director and Chief Information Officer for CHE, gave a summary of CHE's specifications for collecting Race/Ethnicity data. http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/RaceEthnicity_part2.pdf Ms. Brown asked for feedback from committee, and after discussion it was decided to take off the last check box "Unknown" from Proposed – Table A because it was not needed. Ms. Brown agreed to send out a new file layout to institutions.

VII. National Guard College Assistance Program

Ms. Brown introduced the program. The presentation can be found at http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/SC_NG_CAP_Inquiry.pdf Financial aid divisions at each institution now have the ability to log onto CHE's system and check to see if a student is eligible for the National Guard College Assistance Program. The National Guard is responsible for entering the data for soldiers that are eligible. Ms. Brown went through log-in process and how to retrieve information on students.

VIII. Scholarship Data

Ms. Brown asked Ms. Lorna Manglona-Williams, Program Coordinator for Student Services at CHE, to highlight the scholarship enhancement changes that will become effective fall 2008. Scholarships Reporting Changes, <http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/Scholarship%20Changes.pdf>. Any questions regarding these changes should be directed to Dr. Karen Woodfaulk, Director of Student Services at CHE, 803-737-2244 or kwoodfaulk@che.sc.gov.

Edits for 2008-2009,

<http://www.che.sc.gov/Finance/CHEMIS/ACIR/2008/Edits%20for%20Scholarship-Disbursement.pdf>

From fall 2007 forward, scholarship data will be cross-checked with enrollment data. Warning messages will show if the student is not of degree-seeking status, and if the student has a race code of 1, non resident alien.

IX. Open Data Initiative

Ms. Brown asked the committee to send emails to her requesting additional data that CHE may not be providing or different formats they would like to see.

Ms. Brown also asked if there was interest from the institutions to share data amongst each other, such as a peer analysis group. Wickes Westcott, from Clemson University, added that participation would require the institutions to put data out and have an agreement that they will follow the rules and have data exchange that is not obligated to everyone. Wickes asked that the institutions think about how they would want the system to work and the requirements that would be needed for each institution and email those thoughts to Ms. Brown.

X. Reporting Schedule

The Reporting Schedule was highlighted in the PowerPoint Presentation from Ms. Reynolds.

XI. Other Business

Ms. Brown announced Mr. Gary Glenn as the new Director of the Finance, Facilities and MIS Division at CHE.

With no further business, the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Courtney W. Blake
Recorder

**Attachments are not included in this mailing but will be filed with the permanent record of these minutes and are available for review upon request.*