

**South Texas Consortium for Institutional Research**

Spring Meeting

February 27, 2004

Texas A&M Hilton at College Station

10:45am

**MINUTES**

Present: Susan Griffith, UTPA; S. J. Sethi, UTPA; Ed De La Garza, UTPA; Lance Pate, Victoria College; Dennis Alejos, St. Philip's College; Darlene Roberts, Del Mar College; Carol LaRue, Southwest Texas J. C.; David Andrus, Del Mar College; James Dilling, THECB; Srikanth Kasha, TAMU-Corpus Christi.

**I. Review of Agenda**

**Susan Griffith**

Discussion only.

**II. Standing Topics**

**Institutional Representatives**

**a. State/National Issues**

Policy, accountability, reporting, etc.

1. No discussion

**b. Technology**

Sharing new technologies, software, techniques for data manipulation, etc.

1. David Andrus talked about an algorithm to measure the impact the "three-peats", Rider 50. He will send it to the STCIR list.
2. David discussed the Lone star Meeting, at which the discussion was assessment of core courses at THECB

**c. Professional Development**

Sharing ideas from meetings recently attended

1. No discussion

**d. Enrollment Trends at partner institution**

1. Members present shared enrollment from the Spring 2004 semester.
2. All members are asked to send Spring enrollment to Liz Farrell [lfarrell@OIR.TAMUK.EDU](mailto:lfarrell@OIR.TAMUK.EDU) to post on the web site. \*\*\*\*\*

**III. RTA Items**

**a. National Student Clearing House**

**David Andrus**

1. David discussed the National Student Clearing House Degree verification.

**b. STCIR Listserv – updating**

**Liz Farrell**

1. Susan Griffith shared a printout of the listserv and asked members to send corrections to Liz Farrell. \*\*\*\*\*

**c. STCIR Web Site**

**Liz Farrell**

1. Susan shared printouts of several web site pages. Much of the information on the web site is old. She asked members to send corrections/updates to Liz Farrell. \*\*\*\*\*

**d. Frequency of Meetings**

**Susan Griffith**

1. Susan reiterated that the meeting schedule for this year would be shortened to three (November, February at TAIR, and June at TAMU-K) and piloted to see if that number of meetings was satisfactory for the members. Since many of the STCIR members at TAIR left before the 10:45am meeting on Friday, David suggested STCIR ask TAIR to schedule them earlier on the program. All those present agreed to this. \*\*\*\*\*

- e. Section 50** Institutional Representatives  
 How our institutions are handling this issue.  
 1. Discussion in II.b., above.

**IV. Roundtable** Institutional Representatives  
 Discussion of events, staff changes, etc. of general interest  
 S. J. mentioned that UTPA's OIRE was fully staffed, with Catherine Vale and Fenghua Peng as Institutional Research Analysts. They were attending the Newcomers SIG instead of the STCIR.

**V. Other Business** Institutional Representatives  
**a. Election of STCIR President** Susan Griffith

Susan discussed the current practice of choosing a STCIR president based on who was NOT at the summer meeting. She suggested this may not be the best way to choose a leader. She suggested an email ballot could be sent to the membership reflecting those who volunteer to run for the office. Nominees would be solicited, and an email ballot implemented in May/early June, with the winner announced at the end of the June meeting at TAMU-K.

**b. Sharing information on students** Lance Pate

Lance asked the membership how they would share data on students with the controversy over sharing SSN's. James Dilling said it is all right to share SSN's between institutions that have the same students, as long as a waiver for release of student information is signed by all parties involved. The release form used at UTPA is displayed at the end of these minutes.

**VI. Adjourn** Susan Griffith  
 Meeting was adjourned at 11:30am.

**The University of Texas – Pan American**  
 Office of Institutional Research and Effectiveness  
 Institutional Research Section

Confidential Student Information

CLIENT/CONTRACTOR AGREEMENT

Requestor Name:

Address:

Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

Division/Company

I am requesting access to individual student information (detailed list attached) for the following reasons:

**Justification:**

Please attach a copy of specific plans developed for using the requested information, as well as a copy of the procedures for protecting confidentiality.

I understand that information concerning any individual student is to be held in strictest confidence and I assure that procedures are in place for monitoring and protecting confidentially of student information.

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 CFR Part 99. FERPA is specifically incorporated into the Texas Public Information Act as an exception to records which are subject to disclosures to the public (Texas Government Code, Chapter 552)

In addition, I understand that any data sets or output reports that I, or my representative, may generate with individual student data are confidential. I will not disclose to any unauthorized person any data sets or reports with individual student data which I am given or devise. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of password(s). I agree to destroy the data when they are no longer needed for purposes for which this study was conducted.

I also understand that failure to observe these restrictions may constitute a "Breach of Computer Security as defined in the Texas Penal Code, Chapter 33, Sec. 33.02, B, and that such offense constitutes criminal offense.

**APPROVED BY**

\_\_\_\_\_  
**Signature of Requestor**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Signature of Faculty Member\***  
**(if Requestor is a Student)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Office of Institutional Research and Effectiveness**

\_\_\_\_\_  
**DATE**

\*This is the faculty member who is supervising this project.