



Institutional Research Committee

Hostos Community College/The City University of New York
475 Grand Concourse, Bronx, New York 10451

MINUTES

May 9, 2023, 3:30 p.m. – Meeting Location: Zoom

Members Present: Jason Buchanan, Helen Chang, Soheli Choudhury, Denise Cummings-Clay, Vitus Tindana, and Victor-Torres-Velez. **Absent:** Hatem Anaam, Marcella Bencivenni, Eliana Cabral, Piotr Kock, Michel Portela, and Emily Tenzer Sautoro.

- I. **Call to Order** – Dr. Jason Buchanan, Institutional Research Committee (IRC) Chair (2020-2023), called the meeting to order at 3:35 p.m. There was a quorum.
- II. **Minutes** – Dr. Buchanan reviewed the notes of the previous meeting. A quorum was not reached at the meeting.
- III. **IRC Member Survey** – Prior to the meeting, Dr. Buchanan circulated a survey to members of the Institutional Research Committee to offer thoughts regarding the IRC’s role in the upcoming school year. Two questions were posed as seen below with responses. The committee discussed the survey responses.

Question 1 – Is there any activity you think the IRC could undertake in the future (does not have to be the immediate future)?

Note: “The committee will facilitate research bearing on college educational programs and retention. To that end, it will assist research conducted in the College in compliance with the provisions of the Committee on Human Subjects, request data on behalf of research projects, recommend that studies be undertaken, submit all recommendations for research to the full Senate for approval, and disseminate results to the College community.” *Hostos Charter for the IRC*

Responses:

- Inventory of recent publicly available data and what data it actually contains. For example: the Self Study report, Aspen Report data, CUNY central data, data given to chairs and coordinators, etc. There seems to be a gap in knowledge of what is already available and what is not available.
- Easily accessible version of available data that can be accessed by faculty and staff.

- Maybe see if some web-based visualization of the data, so that it is easier to play with the data, graphs, etc. This is known as a dashboard– displaying aggregate data without having sensitive information realized.
- Poll Department Chairs regarding the type of data that would be helpful to them in making decisions. The cumulative report of the survey could be analyzed, after which the appropriate requests made to the Office of Institutional Research.
- Request the type of data already available for departments.
- Request from Administration the type of data needed to develop additional strategies for student retention.
- Data security and Data governance information on campus.
- Freedom of Information and Protection of Privacy Act (FIPPA).

Question Two – Think of two to three questions that you feel we should ask Department Chairs and Coordinators about how they would prefer to receive data and how they would like to use data.

Responses:

- Do Department Chairs have explanations on how rates are calculated in the available data and how to analyze the data provided?
- How do they compare data or use data to inform their decisions?
- In addition to the spreadsheet, it might be useful to have an Executive Summary. Determining what data is the most relevant to each department would also be helpful.
- Ensure that there is security with respect to who gets access to data and how the data is used.
- Ensure that there is adherence to the rules and regulations of FIPPA.

- IV. **IRC 2023-2024** – Dr. Buchanan revealed that he will be stepping down as Chair of the Institutional Research Committee due to conflicting responsibilities. He stated the process for members to continue their service on the committee if they are interested.

On behalf of the IRC, Dr. Cummings-Clay extended words of gratitude and encouragement to Dr. Buchanan for his service and leadership of the committee. The committee joined in with kind expressions.

- V. **Adjournment** – The IRC meeting adjourned at 4:09 p.m.

Respectfully submitted, Denise Cummings-Clay, Ph.D., Secretary, IRC