



ASSIST Steering Committee/Users Group Spring 2005 Meeting

Arizona State University East
April 7, 2005
2:15 PM – 5:00 PM

Meeting Notes

- **Attendance**

Arizona State University: Melinda Gebel (also representing ASSIST) and PJ Boone-Edgerton (ASU East); **Arizona Western College:** Del Dawley; **Central Arizona College:** Bill Brown and David Kohl; **Cochise College:** Irene Semeniuk and David Reazin; **Coconino Community College:** Glenda O'Yates and Heather Tilson; **Maricopa Community Colleges:** Georgia Gudykunst, Nancy Osborne, Tracy Salter, Ajit Kelkar, Jim Ireley (Gateway), Mary Day (Chandler-Gilbert), Rob Alford (Phoenix), and Jeff Simonson (South Mountain); **Northern Arizona University:** Sharon Young; **Northland Pioneer College:** Rich Balsley; **Pima Community College:** John Fulginiti and Ellen McGregor; **University of Arizona:** Gwendolyn Johnson and Sharon Battaglini.

ASSIST Presenters: Gretchen Schmidt (APASC) and Amy Fountain (CAS)

ASSIST Staff: Dan Moore, Caryl DuBrock, and Nancy Dickson

The meeting drew 28 participants, representing ten of the 13 ASSIST institutions. (A NCA meeting and an AZAIR presentation were both scheduled on the same afternoon.)

Special training sessions were also held on the morning of the ASSIST Spring Meeting. An early one-hour training session designed for new users with little experience with the Hyperion software and ASSIST data was offered at 9:00 AM and attended by eight users from three institutions. The more advanced two-hour training session drew 21 participants from 11 campuses representing seven institutions, including two visitors from Dine College. Although successful in terms of turnout and interest, the training sessions were hampered by technical and logistical issues, and miscommunication about the pre-registration requirements for the sessions.

- **The Arizona Transfer Model; The Big Picture and the Role of ASSIST**

The meeting began with presentations from Gretchen Schmidt, APASC Articulation Facilitator and Amy Fountain, CAS Technical Analyst. The presentations covered the history and overall goals, the organizational structure, the impressive CAS system, and most importantly, the emphasis on the role of ASSIST in gathering and using data to meet accountability needs. The PowerPoint presentation will be posted on the ASSIST website.

- **Business Items and Project Updates**

APASC February 25, 2005 Report distributed

File Submission Status

February 1, 2005 was the deadline for submitting community college files for Academic Year 2003-2004. As of April 6, 2005, Central Arizona College, Maricopa Community Colleges, and Yavapai Community College have submitted Academic Year 2003-2004 main files and course files. Arizona Western College's submission could not be loaded due to format errors. Pima Community College delivered their main file and course file to ASSIST at the meeting.

Spring 2005 21st day university data was due March 1, 2005 and has been submitted by all three universities. As of April 2005, all Fall 2004 data have been fully loaded for each university.

Supplemental community college degree files needed to generate APASC reports have been submitted and loaded for Arizona Western College, Central Arizona College, Cochise Community College, Coconino Community College, Maricopa Community Colleges, Northland Pioneer College, Pima Community College, and Yavapai Community College. Coconino Community College submitted a file that could not be loaded due to data errors.

Recent Developments

Highlighted recent developments included: the ASSIST brochure (distributed to users); the E-News (with emphasis on the feedback needed in order to decide whether to continue after Fall 2005); and distribution and discussion of the two most recently revised policies and procedures (*Instructions for Requesting Special Use Tables*—emphasizing the “sufficient size” requirement and prohibition against matching ASSIST records with local data; and *Establishing and Maintaining ASSIST User Accounts*—emphasizing that user accounts with no activity for 12 consecutive months will be temporarily disabled).

On-going Developments

The ASSIST website is being re-designed but is completely operational during this process. Comments on the new format of the website focused mostly on the selected colors and fonts. The feedback received will be incorporated into the final design of the website. Other on-going projects for 2005-2006 include: work on the AGEC and Associate Degree data and tables; possible file formats for a proposed 45th day community college enrollment table; the option of providing institutional IDs or PIDs to strengthen the matching process; a possible summer meeting for the Comparative Student Tracking Subcommittee headed by John Fulginiti; and the on-going work on the community college data documentation.

Upcoming Development

Over the summer, there will be an update to Hyperion 8.0.

- **Using ASSIST: Tips and Tricks**

The meeting ended after Dan Moore's presentation of several tips and tricks, including features on: inequality joins; estimating query size; viewing saved queries in web browser; and turning off auto-join properties. This PowerPoint presentation will be posted on the ASSIST website. Time did not permit the demonstration of Pima's use of ASSIST data to track TRIO participants; however, ASSIST staff appreciate Ellen McGregor's willingness to be prepared to show how institutions are using the data.