



Institutional Research Committee

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

MINUTES

March 9, 2022, 3:30 p.m. – Meeting Location: Zoom

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

- I. **Call to Order** – Dr. Jason Buchanan, Institutional Research Committee (IRC) Chair (2020-2022), called the meeting to order at 3:35 p.m. There was a quorum.
- II. **Minutes** – Dr. Buchanan shared the Minutes of 10/13/2021. The IRC voted to approve the Minutes. Members were urged to review them and if they have any changes, to indicate at the next meeting.
- III. **Check-in** – Committee members shared general experiences since the last meeting.
- IV. **Scheduling of Last Meeting for Spring 2022** – It was agreed that our next meeting would be scheduled for Monday, April 25, 2022, at 3:30 p.m.
- V. **Committee Refocus** – Dr. Buchanan indicated that our focus had been on retention, however, the campus was focusing much on retention and what we were identifying as needs, we probably get similar data.

It was recommended that the committee design a data request form to streamline the process for faculty to obtain data from the Office of Institutional Research. Discussion ensued. The committee members agreed that they thought it would streamline the process.

Dr. Buchanan will start the form development. He will send the draft to committee members prior to the next meeting for input of the types of requests the committee members might think need to be included on the form. It is recommended that the form initially be incorporated in the technology of the campus.

- VI. **Adjournment** – The IRC meeting adjourned at 3:58 p.m.

Respectfully submitted,

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