

Connecticut Community Colleges Institutional Research Council (IRC)

Membership, Meetings and Leadership

Membership and Meetings

All employees who work for one of the Connecticut Community College IR offices or the BOT Office of Planning Research and Assessment are considered a member of the Institutional Research Council (IRC).

The IRC typically meets monthly, and in most years skips one meeting during the summer months. Meetings are open to all IRC members.

Meetings informally rotate across the colleges with the host institution making local arrangements which include room reservations and providing any refreshments.

All IRC members are encouraged to submit agenda items prior to each meeting.

Leadership

IRC leadership consists of a Chair and a Recorder.

The Chair is responsible for coordinating the meeting schedule, preparing the meeting agenda, running the meetings, and serving as the liaison to the System Office, and other system-wide councils, on an as-needed basis. The term of the Chair is typically one year (July 1-June 30).

The Recorder is responsible for taking meeting notes and distributing them in a timely fashion. Traditionally, the Recorder moves up to the Chair position after serving a one year term; however, exceptions will be made if necessary.

Selection Procedure

IRC leadership positions are filled through an informal rotation process. This process allows each college the opportunity to lead the council. IRC leadership positions are open to all members having full-time positions, a director level position is not a requirement. In May of each year, the current Chair will nominate the “next most senior IRC member” (who has not held a leadership position on the IRC most recently) as the next Recorder. If the nominee accepts, he/or she will become the Recorder for the following year, with the understanding that he/she will then become Chair for the successive year.

If the current Recorder declines to move into the Chair position, the selection procedure will be repeated until a Chair and a Recorder have been selected for that year.

External Relations

Performance Measures Task Force: The IRC representatives are the current Chair and the past-Chair.

Banner Student Team: The IRC representative is typically a senior member volunteer.

Data Definitions Team: The IRC representative is typically a senior member volunteer.