

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: September 7, 2006

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Connie, Charlene, Annette, Ziv, Rich, Jim, and Roslyn.

Minutes

Agenda Item: Old Business

Presenter: Soon

Discussion:

1. Review of August 10 meeting minutes. There were a few changes that need to be made.
 - a. Agenda Item **Old Business, #2, c** add: Everyone needs to enter a start project date and the deadline.
 - b. Agenda Item **Old Business, #2, e** add: Everyone needs to make paper copies of their data request final project.
2. Review of the Follow-Up Items.
 - a. Soon will schedule the IPEDS website changes presentation to staff.
 - b. Connie talked with IT for the RFS system that OIEA wants to clone for the DR database. Teresa said that IT may change to the Remedy system. Teresa may be able to demo Remedy for OIEA.
 - c. Connie is still working on the Q:PROJECTS calendar.
 - d. Toni is still working on the DR paper data files.

Decision/Actions:

1. The Minutes for August 10 were approved with changes.
2. Follow-Up Items
 - a. Soon will schedule the IPEDs website changes presentation as soon as additional changes are complete.
 - b. Connie will call IT again.
 - c. The OIEA Projects calendar needs to be updated by everyone.

Follow-Up items:

Person responsible:

1. IPEDS website changes presentation to staff. Soon
2. OIEA Projects Calendar All

Agenda Item: Travel Requests

Presenter: Soon

Discussion:

Soon presented a list of approved travel requests for OIEA staff from the FY 06-07 budget.

Staff	Conference	Location	Date
Connie	Datatel Users Group	Washington DC	3/10/07 – 3/14/07
	TACRAO Summer Meeting	Austin, TX	July 2007
	NCCBP	Austin, TX	August 2007
Annette	NCCBP	Austin, TX	August 2007
Roslyn	SACS	Kissimmee, FL	12/9/06 – 12/12/06
	NCCBP	Austin, TX	August 2007
Rich	SACS	Kissimmee, FL	12/9/06 – 12/12/06
	NCCBP	Austin, TX	August 2007
Ziv	NCCBP	Austin, TX	August 2007
Soon	TAIR	South Padre Island	2/27/07 – 3/2/07
	AIR	Kansas City, MO	6/2/07 – 6/6/07
	NCCBP	Austin, TX	August 2007
	TACRAO Summer Meeting	Austin, TX	July 2007

Decision/Actions:

1. The traveler needs to work with Alice to submit their registrations and make travel arrangements.
2. Staff will report on what they learned while at a conference.

Follow-Up items:

Person responsible:

Agenda Item: Time Tracking

Presenter: Soon

Discussion:

Soon has almost one year of the OIEA staff time tracking reports.

Decision/Actions:

Soon told OIEA staff that as of September 1, 2006 time tracking forms were no longer required.

Follow-Up items:

Person responsible:

Agenda Item: OIEA Website

Presenter: Soon

Discussion:

Soon asked everyone to look at the new OIEA website.

- o the newsletter will be distributed via email (both as an attachment and as text of the email) during the week of the 15th of the month. This month, it will be distributed on October 16 (a Monday).
- o Embedded, live links to all new postings to the OIEA website will be included in the newsletter. The October newsletter will include all postings added in the past year; thereafter, each newsletter will include all new postings since the last newsletter.
- o When OIEA staff send Carol a document to post to the OIEA web, they will include a short description of the document for the newsletter; and they will copy Charlene on the email.
- o Once the newsletter is distributed, Charlene will file it in the Newsletter folder (that she will create) in the Projects folder on the Q drive. Carol will post the Newsletters to the OIEA website under What's New?

Decision/Actions:

1. Charlene and Carol will work on details for a monthly newsletter.

Follow-Up items:

Person responsible:

OIEA Newsletter

Carol and Charlene

Agenda Item: Fact Book

Presenter: Soon

Discussion:

Staff discussed doing the Fact Book in two parts with the business office part completed last and the CB part being added when ready. We may want to pull out the CB data and create a separate report (Fall, Spring, and Summer).

Decision/Actions:

1. Send out requests for information early.
2. Produce and distribute Fact Book no later than January.

Follow-Up items:

Person responsible:

Fact Book production

Charlene

Set up meeting to discuss the changes to the Fact Book.

Alice

Other Information

Next Meeting Date: September 14, 2006 **Time:** 9:30 **Location:** 603.0