

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** November 2, 2006

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

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

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## Minutes

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**Agenda Item:** Review of minutes of previous meetings

**Presenter:** all

**Discussion:**

The minutes for October 12, were corrected as follows:

1. Agenda Item, Review of Minutes, Decisions/Actions: Change “All three minutes were approved with changes.” to “Minutes for all three meetings were approved with changes.
2. Agenda Item, Debriefing: Institutional Planning Council Planning Retreat, Decisions/Actions, Item 2: Change “...data from them.” To “data from ABE.”
3. Agenda Item, Debriefing: Institutional Planning Council Planning Retreat, Decisions/Actions, Item 2: Add “declared” before majors.
4. Agenda Item, Debriefing: Institutional Planning Council Planning Retreat, Decisions/Actions, Item 5: Change “...cluster groups budgeting.” To “...cluster groups budgeting process.”

The follow-up items were discussed with the following changes.

**Decisions/Actions:**

The minutes were approved with changes.

1. Soon will make IPEDS Peer changes next year as the database is locked for this year.
2. Ziv will include ethnicity information by course in the DFW report by the end of November.
3. The declared majors report will be included in the Spring Fact Book.
4. Rich, Roslyn and Soon continue to work on the IPR process revisions.
5. Further discussion of the role of the Institutional Planning Council and Cluster Groups in planning and budgeting processes are needed per Soon.

**Follow Up Items and Responsible person:**

1. DFW report Ziv
2. Declared majors report Ziv
3. IPR process revisions Rich, Roslyn, Soon

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**Agenda Item):** Staff Schedules for Spring

**Presenter:** Soon

**Discussion:** Soon asked that all staff renegotiate their schedules for the spring semester. It is important for staff from each area be in the office until 5:00 to answer any requests that come up that need immediate attention.

**Decision/Action:**

1. OIEA staff members will provide Soon with a revised work schedule by November 30.
2. Changes to any schedule must be discussed with Soon.
3. Staff who are 15 minutes or more late need to call Soon and/or leave a message on her phone.

**Follow Up Items and Responsible person:**

1. OIEA staff revised schedule to Soon All

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**Agenda Item:** Mid-year Evaluations

**Presenter:** Soon

**Discussion:**

Soon will be doing mid-year staff evaluations in January. The mid-year evaluations are to confirm staff are on track with our goals for FY 07.

**Decisions/Actions:**

1. Alice will schedule appointment times in mid-January.
2. Staff will fill out self-evaluation forms prior to their evaluation time.
3. Staff will identify additional goals if the current goals have been completed.

**Follow Up Items and Responsible person:**

1. Schedule evaluation appointments Alice

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**Agenda Item:** Achieving the Dream

**Presenter:** Soon

**Discussion:**

Soon provided handouts on “Achieving the Dream”, a national initiative to help more community college students succeed. Dr. Kinslow has expressed an interest in ACC participating in this initiative.

- ACC must submit a letter of intent by Nov. 1.
  - ACC must submit a plan to Achieving the Dream by December 31.
  - ACC will know if the college is accepted in to the program by January 15, 2007.
  - If ACC is accepted to participate in Achieving the Dream, OIEA will be heavily involved in providing data for the initiative and providing data in very different ways than in the past.
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**Agenda Item:** Weekend College Survey

**Presenter:** Soon

**Discussion:**

Soon is working with Mike Midgley on a survey of interest in Weekend College. Weekend College allows students to complete specific degrees while only attending classes during the weekend: Friday evening, Saturday, and/or Sunday. All current weekend college students at ACC will most likely be asked to participate in the survey.

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**Agenda Item:** Program Review Data

**Presenter:** Soon

**Discussion:**

Soon said that although there will be no program reviews conducted this year, staff needed to begin reviewing the data needs for the next year's program reviews. She said that she had committed OIEA to providing the data in the program review summary report form rather than in a notebook for the programs to copy into the form. She said that a process for doing the preloading of the form needs to be developed. She also said that other data, such as peer data (CCSSE, NCCBP, Kansas Study, etc) and the Non-mastery data need to be incorporated into the program review process. Roslyn suggested doing a program profile. Soon agreed this was a good idea, but it would be a supplement to, not in lieu of, the preloaded data in the program review summary report form. Soon suggested that staff mock up a program review summary report form with data OIEA is responsible for preloading and share with appropriate vice presidents to see if this would meet their program review reporting needs.

**Decisions/Actions:**

- OIEA staff need to list data sets that OIEA will provide to Program Review.
- Roslyn will create a mock up of the program review summary report form with preloaded data by mid-November.
- Ziv, Roslyn and Rich will create a mock up of OIEA parts of IPR by April.

**Follow Up Items and Responsible person:**

1. Mock up of program review summary report form      Roslyn, Rich and Ziv
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**Agenda Item:** Fact Book Update

**Presenter:** Charlene

**Discussion:**

Charlene gave the following update on data collection for the Fact Book:

- Ziv has completed sections 3, 4 and 5.
- All the faculty data are complete.
- ABE and CE have not responded.
- The library data will not be printed until May
- Facilities try to have their data to OIEA by November 10.

**Follow Up Items and Responsible person:**

1. Fact Book

Charlene

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**Agenda Item:** Holiday Lunch

**Presenter:** Connie

**Discussion:**

P. F. Chang's Chef's table was suggested for our holiday lunch. After some discussion, it was decided that P. F. Chang's would not be a suitable option for the holiday lunch.

**Decisions/Actions:**

P.F. Chang's will not be the site of the OIEA holiday lunch.

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**Agenda Item:** Announcements

**Presenter:** Soon

**Discussion:**

- Carol will not be in the office until after the winter break. She will be telecommuting so email her if you need something done.
  - Raja Faris may be using Carol's office until Carol returns
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**The meeting was adjourned at 10:45.**

**Next meeting: December 14, 2006**