

ACC Meeting Name: **D R A F T**
Office of Institutional Effectiveness and Accountability

Date: January 5, 2006

Time: 10:00

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Connie, Charlene, Roslyn, Alice, Jim. Ziv, Annette and Carol

Minutes

Agenda Item: Welcome

Presenter: Soon

Discussion:

Soon welcomed Carol Smith to the OIEA staff.

Decision/Actions:

Follow-Up items: None

Person responsible: **Deadline:**

Agenda Item:

Announcements

Presenter: Soon

Discussion:

- The OIE staff meeting on January 12, 2006 will be at 1:00 pm.
- Soon requested a list of OIEA computers from Alice.
- The graduate rate figures at THECB differ from the ACC figures. Alice will schedule a meeting concerning this issue.
- The College has purchased OAS address verification software which will interface with Datatel. This software will have longitude and latitude capacities that OIEA can use in mapping.
- Fredricksburg wants ACC and other area higher education facilities to be part of their planned University Center.
- Leander wants more ACC presence.
- The Master Plan process is starting
- Phase I of VCT compliance certification has been completed.
- The Substantive Change Prospectus for the South Austin Campus is complete.
- Roslyn will work with Alice to schedule a Cluster Group Leaders meeting.
- Soon will designate a few days this spring for OIEA staff to clean the OIEA workroom. Alice will get the process/procedures from Kay for archiving.
- Property movement forms will be signed only by Soon.

Decision/Actions:

Follow-Up items: None

Person responsible: **Deadline:**

Agenda Item: Staff Updates

Presenter: All

Discussion:

Roslyn:

1. Worked with Carol on BCT update.
2. Planning January IPC meeting.
3. Worked on ULEAD database reports function.
4. Reviewed the Master Plan database.
5. Worked on CCSSE dashboard report.

Jim:

1. Worked on Closing the Gaps report
2. Worked on Substantive Change document.
3. Worked on South Austin Committee items.
4. Worked on the Indicator Projects.

Ziv:

1. Worked on Fact Book.
2. Worked on Budget Book.
3. Work on several data requests.

Alice

1. Worked on Administrative task.

Annette:

1. Worked on map for Marketing.
2. Worked on ULEAD data.
3. Completed IE measures/ADP database.
4. Assisted Carol.
5. Helped Alice with IPC postings.

Carol:

6. Started template for SACS compliance report.
7. Worked on setting up computer.
8. Reviewed OIEA Web page.

Other Information

Next Meeting Date: January 12, 2006

Time: 1:00 pm

Location: 603.0

Special Notes:
