

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** January 10, 2008

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

Soon, Rich, Alice, Ziv, Lina, Anna, and Roslyn.

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

The minutes for December 13, 2007 were reviewed.

The follow-up items were discussed:

1. Alice is indexing a spreadsheet with all OIEA software and is securing the software in a locked cabinet in the workroom.

**Decisions/Actions:**

The minutes for December 13<sup>th</sup>, were approved with changes.

1. Agenda Item 2, **Announcements:** In the third paragraph, second sentence change to read "...and now wants a mid-cycle abbreviated certification compliance."
2. Agenda Item 2, **Announcements:** Correct font size.

**Follow Up Items and Responsible person:**

1. Alice is indexing a spreadsheet with software, and securing the software in a locked cabinet in the workroom.

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**Agenda Item 2:** Workroom Upkeep

**Presenter:** Soon

**Discussion:**

Soon asked OIEA staff to help keep the workroom clean and organized.

**Decisions/Actions:**

- Roslyn reminded OIEA staff to keep printer trays filled all the way.

**Follow Up Items and Responsible person:**

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**Agenda Item 3:** OIEA Remodeling

**Presenter:** Soon

**Discussion:**

1. Remodeling of the OIEA office space will probably begin the middle of February.

**Decisions/Actions:**

1. Alice, Charlene, Anna and Toni will be displaced during remodeling.

**Follow Up Items and Responsible person:**

1. Alice will update the computer inventory.
2. Alice will send old computers to the warehouse.

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**Agenda Item 4:** New Employee Update

**Presenter:** Soon

**Discussion:**

Interviews for the Coordinator of Research Initiatives position are scheduled on January 23<sup>rd</sup> and 24<sup>th</sup>.

**Follow Up Items and Responsible person:**

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**Agenda Item 5:** Internal Audit Request in Regard to Regulations Compliance

**Presenter:** Soon

**Discussion:**

Imad is compiling a list of rules, regulations that apply to the college (including state, and federal laws as well as professional ethics). OIEA staff reviewed and updated the list, and will conduct further research to insure the list is comprehensive and up-to-date.

**Decisions/Actions:**

1. Alice will ask Connie to provide THECB rules and regulations.
2. Roslyn will research Board and SACS policies.
3. Anna will research administrative rules that affect OIEA.

**Follow Up Items and Responsible person:**

1. Alice will put item back on the next agenda.
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**Agenda Item 6:** Announcements

**Presenter:** Soon

**Discussion:**

1. Soon will attend NPEC and TRP meetings in January, March and April.
2. Charlene will contact Connie about the numbers for the Institutional Profile.
3. Roslyn will be having surgery January 28 and be out of the office for two to three weeks.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

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**The meeting was adjourned at 11:30.**

**Next meeting: January 24, 2008**