

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** January 22, 2009

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

Soon, Alice, Lina, Mike, Charlene, Connie, Rich, Roslyn, Swapna, Ziv, Anna.

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

1. The minutes for January 8, 2009 were reviewed.

**Decisions/Actions:**

1. The minutes for January 8th were approved with changes.

**Follow Up Items and Responsible person:**

1. Alice will make changes to the minutes.
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**Agenda Item 2:** Staff Updates and Discussion

**Presenter:** Soon

**Discussion:**

1. The hourly Technical Office Assistant/Clerk position applications were discussed.
2. Update on Projects
  - A. SACS responsibilities were discussed.
  - B. Staff discussed race/ethnicity reporting changes.
  - C. The data warehouse project was discussed.
3. Announcements concerning OIEA were made.

**Decisions/Actions:**

1. Soon will review the hourly Technical Office Assistant/Clerk position applications provided by HR.
  - A. Roslyn said that Jane Billingsley may recommend a student qualified for the position.
2. Update on Projects
  - A. SACS
    - i. Mike will provide a draft of RRHEC Substantive Change report by January 30th.
    - ii. Mike and Roslyn are working on a list of faculty for Fall 2008 and Spring 2009 (12<sup>th</sup> class day). Anna will assist with matching faculty rosters with credentials.
    - iii. Soon has talked to Dr. Kinslow about the possibility of a new position for SACS issues. We will make a new request in this budget year.

- B. Connie has draft documentation from THECB to determine the wording and the process for collecting race/ethnicity data. She will be meeting with ACC staff concerning these issues January 23<sup>rd</sup>.
  - C. Swapna is collecting completions information for the terms, Fall '04 to Fall '05 for the data warehouse. Soon wants Rich to be able to create developmental education reports and Swapna will automate the reports for the web.
3. The following announcements were made.
- A. Dr. Kinslow will send the memo to faculty concerning the AEC, IPR and Gen Ed Joint Meeting on January 30th.
  - B. Dr. Kinslow likes the draft Support Services Review document.
  - C. Roslyn and Charlene will work on revisions to the MP website.
  - D. Dr. Kinslow has agreed to attend the OIEA SWOT on February 27<sup>th</sup>, 9:00 a.m. to 11:30 a.m. We will invite other stakeholders to join us for the SWOT analysis. Tobin Quereau will be asked to facilitate.
    - i. Staff will identify our major functions, purpose, services and outcomes prior to the SWOT analysis.

**Follow Up Items and Responsible person:**

- 1. Update at next meeting.
- 2.A. i. Mike – draft RRHEC Substantive Change by January 30<sup>th</sup>.
- 2.A.ii. Mike and Roslyn – set date for completion of faculty roster review.
- 2.A.iii. Soon – budget request follow-up.
- 3.C. Roslyn and Charlene – revisions to the MP website.
- 3.D. Staff - work on details for the OIEA SWOT.

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

**Next meeting: February 12, 2009**

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