

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** January 24, 2008

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

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

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

The minutes for January 10, 2007 were tabled.

**Decisions/Actions:**

The minutes for January 10<sup>th</sup>, will be reviewed at the next staff meeting.

**Follow Up Items and Responsible person:**

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**Agenda Item 2:** Project Review

**Presenter:** All

**Discussion:**

1. Connie is tracing the 4-year desk audit CB report (ACC's is late in submitting the desk audit report), and is preparing the TACC report and will verify accuracy of data.
2. Ziv is finalizing the Budget book.
3. Lina is working with Service Center System Programmers to adopt LDAP (Lightweight Directory Access Protocol) to our SAS server. LDAP is currently adopted by most ACC applications, so we can have one account id and one password for all applications.
4. Anna is working on College Connection projects.
5. Swapna is preparing SAS programs for the Nursing survey.
6. Swapna and Lina are working on risk factor profiles and the longitudinal database.
7. Charlene is completing the CCBenefits survey (Soon said to use CCSSE numbers for the number of working students).
8. Charlene will input catalogue revisions and will start collecting data for the Fact Book.
9. Staff discussed adding a "What's New" link on the OIEA website and an alpha listing of reports, and the likelihood that we will be getting more information request concerning Developmental Ed.

**Decisions/Actions:**

1. Connie will talk to Mike Midgley concerning the desk audit report.
2. Soon will establish a data group to determine data needs for Developmental Ed, and Alice will schedule meetings for this data group.

3. Charlene will add “What’s New” and an alpha listing of reports to the OIEA website.

**Follow Up Items and Responsible person:**

1. All the above action items.

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

**Next meeting: February 14, 2008**