

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: February 12, 2009

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

1. The minutes for January 22, 2008 were reviewed.

Decisions/Actions:

1. The minutes for January 22nd 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. Three interviews are scheduled for the hourly Technical Office Assistant/Clerk position.
2. Update on Projects
 - A. SACS responsibilities were discussed.
 - B. Connie talked about race/ethnicity.
 - C. The data warehouse project was discussed.
3. Announcements concerning OIEA were made.
4. Charlene asked for items to add to the Newsletter.

Decisions/Actions:

1. Soon has interviewed two excellent candidates for the hourly Technical Office Assistant/Clerk position.
2. Update on Projects
 - A. SACS
 - i. Mike has completed a draft RRHEC Substantive Change report. SACS due date for the report is April 15.
 - ii. Mike is working on the RRHEC faculty roster.
 - iii. The deadline to review the Fall faculty roster is March 13.
 - iv. The deadline to review the Spring faculty roster is April 30. Alice will request the Spring roster from Bobetta.
 - v. Alice will schedule a meeting with Mike, Soon and Roslyn to discuss unreported substantive change reports.

- vi. Soon will meet with Gerry Tucker and Mike Midgley to discuss request for possible SACS position.
 - B. Connie said that the following issues were discussed at the meeting with ACC staff concerning race/ethnicity.
 - i. Mapping of Asian/Pacific Islander to Asian will be done.
 - ii. Linda Kluck will draft questions for application.
 - iii. The group will need to identify processes and queries that need to be changed.
 - iv. HR/CE/Admissions processes will be ready by August 1.
 - v. Critical reports will be ready by August 15, 2009.
 - C. The completions information for the terms, Fall '04 to Fall '05 for the data warehouse are finished. Swapna asked Dianne Olla for a list of combined courses.
- 3. The following announcements were made.
 - A. Staff were asked to think about OIEA strengths, weaknesses, opportunities, and threats in preparation for the OIEA SWOT analysis Friday, February 27th at 9:00 a.m. in HBC 502.
 - B. Alice will order refreshments for the SWOT.
 - C. Staff will celebrate Soon's birthday with a potluck lunch on February 18th. Alice will coordinate the lunch menu.
- 4. Links to the Preliminary Enrollment Report and Budget Book will be added to the newsletter.

Follow Up Items and Responsible person:

- 1. Update at next meeting.
- 2.A.vi. Soon – Will follow-up with budget request follow-up.
- 3.A. Staff – identify SWOT.
- 3.B. Alice – order refreshments.

The meeting was adjourned at 11:30.

Next meeting: February 26, 2009
