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.

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.
   3.A. Staff – identify SWOT.
   3.B. Alice – order refreshments.

The meeting was adjourned at 11:30.
Next meeting: February 26, 2009