

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** February 21, 2006

**Time:** 2:00

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

Soon, Connie, Charlene, Roslyn, Nancy, Alice, Ziv, Carol, Jim and Annette

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## Minutes

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**Agenda Item:** Review of Minutes

**Presenter:** Soon

**Discussion:**

The staff reviewed the February 16 meeting with staff.

**Decision/Actions:**

1. The Fact Book will be ready to print by February 28.  
Next year the Fact Book will be released in two parts. The fall will be online the and of December and in March the online will be completed and hard copies will be printed.
2. Carol will help make links to the Fact Book.
3. Closing the Gaps report will be ready by February 23.

**Follow-Up items:**

**Person responsible:**

- 1.

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**Agenda Item:** Official Reporting Date

**Presenter:** Soon

**Discussion:**

The discussion was the twelfth class day vs. official reporting day terminology. The definition of the official reporting date is the 12th class day of the semester for fall and spring, but the summer semesters will need different labels.

**Decision/Actions:**

The OIEA office will use the twelfth class day for the fall and spring semester, and summer for the summer semester.

The OIEA office will call ACC Austin Community College

**Follow-Up items:**

**Person responsible:**

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**Agenda Item:** Staff Updates

**Presenter:** All

**Discussion:**

Soon

- 1 Updated spreadsheets.
- 2 Prepared Dev Ed presentation with Donetta.
- 3 Worked on Master Plan issues.

Roslyn

1. Completed portion of the Dev Ed Update and has given to Ziv.
2. Worked on the substantive change letter.
3. Worked on the Master Plan initiatives.
4. Attended a Core Curriculum Task Force Meeting.

Carol

1. Worked on web updates.
2. Developed website for the substantive change letter.
3. Tested THECB links.

Charlene

1. Worked on Fact Book
2. Worked with programmer on IPEDS
3. Worked on VCD
4. Worked on ad hoc item

Annette

1. Worked on tracking applicant through completion.
2. Helped Roslyn Wallace pull data from ULEAD database.
3. Worked on Fact Book maps.
4. Worked on Upward Evaluation.

Ziv

1. Completed Preliminary Enrollment report.
2. Completed Budget Book project.
3. Worked on DRs.
4. Worked on Dev Ed request.

Nancy

1. Worked on Program Review issues.
2. Worked on IPC Master Plan.
3. Worked on Reading and Study Skills survey.
4. Worked on Medical survey.
5. Installed and reviewed the new SNAP software.
6. Worked on ICS survey.
7. Worked on graduate survey.

Alice

1. Worked on administrative tasks.
2. Started work on IPC minutes.
3. Worked on purchasing and leave updating.

Jim

1. Completed Closing the Gaps update.
2. Worked on refining the ISD profile.
3. Worked on GIS items.
4. Completed substantive change draft.
5. Worked on Teacher's Certification item.

Staff will try to make it possible to respond quickly to request. Connie will be responsible for pulling data while Ziv is out. She will pull one data set from Datatel to use for all reports.

Charlene will be responsible for doing the online portion of the Upward Evaluation Survey. Annette will do the analysis of this survey.

<b>Follow-Up items:</b>	<b>None</b>	<b>Person responsible:</b>	<b>Deadline:</b>
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Other Information

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**Next Meeting Date:** March 2, 2006 **Time:** 10:00 **Location:** 603.0