ACC Meeting Name: Staff Meeting
Office of Institutional Effectiveness and Accountability

Date: April 23, 2009  Time: 9:30
Chair: Soon Merz  Location: HBC 603.0
Attendees: Soon, Anna, Lina, Mike, Charlene, Connie, Rich, Roslyn, Swapna, Ziv.

Minutes

Agenda Item 1: Announcements  Presenter: All

Discussion:
1. Judith Wynn starts 5/18/09. She will come in on 5/4 or 5/6 to meet everyone.
2. Toni’s birthday lunch at Olive Garden is on 5/1/09.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 23: Update on Projects  Presenter: All

1. Mike:
   A. SSR
      i. Mike put a handout in everyone’s box for review.
      ii. Discussed Mike’s question of “where do we go from here?”
      iii. Decided we needed another meeting to identify improvement points.
   B. SENSE data
      i. Mike to share Sense information with Soon today prior to her going to
         the conference next week.

2. Rich:
   A. Checking Factbook stuff and editing.
   B. Working on the ACC Transportation survey.
      i. This is a followup to the previous survey to get more detailed
         information.
      ii. Survey to be up on Monday for students, faculty, and staff.
      iii. Rich wants to meet with Soon today to discuss this survey.
   C. Working on the longitudinal database and SENSE.
   D. Finished the VCT survey analysis.

3. Roslyn:
   A. Working on the course-tracking report and the formatting. May have it done
      by Monday.
   B. Program review
      i. Most departments have their information in.
      ii. Some departments have approved extensions.
      iii. ULEAD deadline for the improvement plan update has been
           extended.
   C. CE has asked questions about course evaluation questions (Marie Fofi).

4. Anna:
A. Working on College Connection  
B. Working on SAS and College Connection  
C. Working on Factbook. 

5. Charlene:  
   A. Factbook  
       i. Running the CE factbook queries.  
       ii. Should meet the 5/15 deadline for a copy to Dr. Kinslow.  
   B. Working on the Closing the Gaps publication.  
   C. Working on the SAS and SACS websites.  
   D. Coming projects:  
       i. Kansas Study  
       ii. NCCBP  
       iii. Retreat  
       iv. FTACC  

6. Connie:  
   A. Working on the Self-reported errors for the State Auditors Office. It is due 5/5/09.  
   B. Responding to College Connection data requests.  
   C. Verifying the Accountability System information.  

7. Ziv:  
   A. Data Requests in process:  
       i. Tobin’s PSYC-1300 request  
       ii. Student Success information  
       iii. Fonken / CB request on Course Redesign  
       iv. ECS Data with Course-tracking  
       v. Miscellaneous faculty Requests  
   B. Helping with the Closing the Gaps publication.  
   C. Working on the departmental snapshot.  

8. Swapna:  
   A. Moving student application data into SQL Server.  
   B. Working on a grade distribution report.  
   C. Assisting Rich and Anna with SAS.  

9. Lina:  
   A. Working on FTIC.  
   B. ODS was discussed. It is a new functionality in order to get data.  
   C. SQL Server as a recovery or back-up job.  
   D. Trying to get SSN encrypted.  

Follow Up Items and Responsible person:  
1. Mike to set up meeting for OIEA staff to discuss SSR.  
2. Rich to meet with Soon today to discuss the transportation survey.  

The meeting was adjourned at 11:30.  
Next meeting: May 7, 2009