

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** May 8, 2008

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 217.0

**Attendees:**

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

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

The minutes for April 10, 2008 were reviewed.

**Decisions/Actions:**

The minutes for April 10th, were approved with changes.

1. Agenda Item 2, **Announcements, Discussion:** Item 1. Delete the bullet item.
2. Agenda Item 2, **Announcements, Discussion:** Item 4. Change to read "Soon talked about Donetta's request for students first time transfer data to match with the correct college or university".

**Follow Up Items and Responsible person:**

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**Agenda Item 2:** Announcements

**Presenter:** Soon

**Discussion:**

1. The projects calendar information needs to migrate to the calcium calendar
2. Staff should give \$30 to the birthday party fund.
3. Staff discussed future office celebrations.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

1. Alice will move the projects calendar information to the calcium calendar.
2. Alice will collect party funds by May 30<sup>th</sup> and keep records of expenditures.
3. Staff will give Toni a shower in June or July.
4. Rich's birthday lunch will be May 30<sup>th</sup> and Anna's birthday lunch will be June 4<sup>th</sup>.
5. Alice will plan a pot luck lunch to celebrate Toni's birthday in May.

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**Agenda Item 3:** OIEA Staff Presentations

**Presenter:** Soon

**Discussion:**

1. Staff discussed plans made in our February special planning meeting to provide a project presentation with a brief overview of the project. This presentation will include the following information.
  - a. What is done.
  - b. How it is done.
  - c. Sample.
  - d. How it is used.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

1. The NCCBP project will be presented at our next projects meeting.
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**Agenda Item 4:** ACC Snapshot

**Presenter:** Roslyn

**Discussion:**

1. Roslyn and Anna are working on the ACC Snapshot for Dr. Kinslow.
2. OIEA office will be updating this report annually.

**Decisions/Actions:**

1. Roslyn will develop a process to update the report with the most current data.

**Follow Up Items and Responsible person:**

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**Agenda Item 5:** Remodeling

**Presenter:** Soon

**Discussion:**

1. We may put a work station in the workroom.

**Decisions/Actions:**

1. The fax machine needs to be moved to 603.1.

**Follow Up Items and Responsible person:**

1. Alice will arrange to have the fax machine relocated to 603.1.

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**Agenda Item 6:** Noel Levitz Survey

**Presenter:** Rich

**Discussion:**

Rich said that the Noel Levitz survey is complete. There is a 20% response rate. The reports are on the S drive.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

Ziv, Rich and Anna will prepare a presentation on the survey as soon as possible.

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

**Next meeting: June 12, 2008**

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