ACC Meeting Name:  
Office of Institutional Effectiveness and Accountability

<table>
<thead>
<tr>
<th>Date:</th>
<th>May 8, 2008</th>
<th>Time:</th>
<th>9:30</th>
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<tr>
<td>Chair:</td>
<td>Soon Merz</td>
<td>Location:</td>
<td>HBC 217.0</td>
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### Minutes

| 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:**

| 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 30th and keep records of expenditures.
3. Staff will give Toni a shower in June or July.
4. Rich’s birthday lunch will be May 30th and Anna’s birthday lunch will be June 4th.
5. Alice will plan a pot luck lunch to celebrate Toni’s birthday in May.
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.
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.

The meeting was adjourned at 11:30.
Next meeting: June 12, 2008