

# ACC Meeting Name: Staff Meeting

## Office of Institutional Effectiveness and Accountability

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**Date:** May 14, 2009

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

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

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### Minutes

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**Agenda Item 1:** Announcements

**Presenter:** All

**Discussion:**

- 1) Mike's last day is May 22.
  - a) Position should be posted on 5/15.
  - b) Rich, Roslyn, Nicole, and Soon are committee members so far.
  - c) If someone else wish to be on the interview committee they need to let Soon know.
  - d) We will have a farewell on Thursday, May 21<sup>st</sup> at 3:30.
- 2) National Clearing House
  - a) We now have the discount to do student tracking. We are just waiting on the contract to be signed.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

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**Agenda Item 2:** Newsletter

**Presenter:** All

- 1) Soon & Rich still need to get blurs to Charlene
- 2) Mike distributed the SENSE information for staff to review.

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**Agenda Item 3:** SACS

**Presenter:** Soon

- 1) Letter about VCT saying that we are approved for up to 50% as distance learning and if over 50% we would have to do a substantive change document. The letter was a little confusing so Soon & Roslyn are doing some follow-up on it.
- 2) We have not heard on our SACS position.
- 3) We are working on finalizing our current substantive change reports.
  - a) Mike indicated that Lockhart is ready to be reviewed.
  - b) Mike is working on the Automotive and Crockett reports
  - c) Rich may need to help some.

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**Agenda Item 4: IPEDS Race & Ethnicity****Presenter: Connie**

- 1) of notifying Students and Employees of the changes. Working on the Marketing aspect
  - 2) information on the notifications and an update from IT on the needed programming changes. Next meeting will get more
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**Agenda Item 5: Data Warehouse****Presenter: Lina & Swapna**

- 1) be added to the data warehouse. Clearing House data will need to
  - 2) Swapna has requested that it be rebooted. SAS server is not responding and
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**Agenda Item 6: Projects Calendar****Presenter: All**

- 1) CBM002 may not be on time for it's 6/1 due date. We are still waiting on the new process from Datatel.
- 2) Roslyn and Mike are still working on identifying the programs and locations for substantive change.
- 3) Planning retreat is to be 8/28/09.
- 4) Rich is working on the Nursing survey download and changes.
  - a. Will work with Swapna.
- 5) Meet on 5/15 at 2:00 in 603.0 to discuss the registration report – Soon, Connie, & Charlene.

**Follow Up Items and Responsible person:**

- 1) Need to look up the summer II census date for Roslyn
  - 2) Charlene will check the due dates for NCCBP and Kansas Study.
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**The meeting was adjourned at 11:30.****Next meeting: May 20, 2009**

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