

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: June 12, 2008

Time: 9:30

Chair: Soon Merz

Location: HBC 217.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

The minutes for May 8, 2008 were reviewed.

Decisions/Actions:

The minutes for May 8th, were approved with changes.

1. Agenda Item 3, **OIEA Planning:** Change heading to read: Agenda Item 3:
OIEA Staff Presentations.

Follow Up Items and Responsible person:

Agenda Item 2: ACC Snapshot

Presenter: Roslyn

Discussion:

1. Roslyn shared a draft of the completed ACC Snapshot.
2. Roslyn said that for next year's Snapshot, she will need grad data from Ziv's Maryland model for methodology.

Decisions/Actions:

Follow Up Items and Responsible person:

1. Ziv will proof the finished report.
2. Ziv will calculate grad rates using the Maryland model.

Agenda Item 3: SACS 5th Year Interim Report

Presenter: Soon

Discussion:

Soon asked staff the status of reports.

1. Roslyn has two responses to write. The deadline is June 16th.
2. Rich has completed half of his responses and must have reports completed by June 20th.
3. Rich is to give Soon the program grid so she can do that part.
4. Document to be finalized by July 31st.

5. Faculty credentials are still an issue. Soon, Roslyn, Anna and Toni will review faculty files.
6. Faculty roster still has issues.

Decisions/Actions:

1. IPC and AEC meetings will be cancelled for June and July.

Follow Up Items and Responsible person:

Agenda Item 4: OIEA Computers

Presenter: Soon

Discussion:

1. There are two computers in Rich's office.
2. There are two computers behind Soon's door.

Decisions/Actions:

1. Move Jim's old computer to the cubicle behind Charlene.
2. Move the other computer from Soon's office to 603.3.
3. Move to computer in Rich's office to the 4th cubicle in 603.10...

Follow Up Items and Responsible person:

1. Alice will order another monitor for Charlene, if the old one is out of warranty.
2. Alice will prepare an inventory of computers showing when the computers were purchased and when they are scheduled to be replaced.
3. Alice will get a quote for upgrading everyone to MS Office 2007.

Agenda Item 5: Announcements

Presenter: Soon

Discussion:

1. The Master Plan will be presented to the Board on June 16th.
2. The Developmental Ed. report will be presented to the Board on June 16th.
3. New Board member orientation was on June 9th.
4. Budget approval will be on July 7th.
 - a. Associations requested a 6% salary increase.
 - b. Administration recommends a 4% increase.
 - c. Round Rock campus, phase I plans to open Fall 2010.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 6: New Employee Updates

Presenter: Rich

Discussion:

1. Two interviews are scheduled June 23rd for the Institutional Planning and Assessment Coordinator position.
2. Soon wants resumes for prospective hourly positions.
3. Jim is going to help with maps and help Charlene learn GIS.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 7: Projects Calendar

Presenter: Rich

Discussion:

1. Fact Book due to Soon by June 30th.
2. THECB reports
 - a. 002 – Submitted with errors – not certified.
 - b. 006 – Submitted.
 - c. A & C – will be certified by June 13th.
3. NCCBP – Charlene needs to persistently request data still due from:
 - a. Neil Vickers
 - b. Sandy Gaskin
 - c. HR
 - d. Kathleen Christensen
4. Add the SACS report.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 8: Newsletter

Presenter: Charlene

Discussion:

Staff suggested items to be published in the newsletter

Decisions/Actions:

1. Add Rich's job change
2. Add SACS visit in August.

Follow Up Items and Responsible person:

The meeting was adjourned at 11:30.

Next meeting: June 26, 2008
