

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: June 26, 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 June 12, 2008 were reviewed.

Decisions/Actions:

The minutes for June 12th, were approved with changes.

1. Agenda Item 2, **ACC Snapshot:** Item 2. Change to read: "...need graduation data from Ziv for...".
2. Agenda Item 2, **ACC Snapshot: Follow Up Items** and Responsible person: Add Item 2. Ziv will calculate graduation rate data using the Maryland Model methodology.
3. Agenda Item 3, **SACS 5th Year Interim Report:** Item 1. Change to read "...two responses...".
4. Agenda Item 3, **SACS 5th Year Interim Report:** Item 2. Change to read "...of his responses...".
5. Agenda Item 6, **New Employee Updates:** Item 2. Change to read "...resumes...".
6. Agenda Item 8, **Newsletter:** Item 1. Change to read "...Rich's...".
7. Agenda Item 8, **Newsletter:** Follow-Up Items and Responsible person: Add 1. SACS visit.

Follow Up Items and Responsible person:

Agenda Item 2: SACS 5th Year Interim Report

Presenter: Soon

Discussion:

1. Rich and Roslyn have reviewed Rich's responses. The first final draft narrative is complete.
2. Roslyn said that all her responses have not been completed.
3. Roslyn will take responsibility for the licensure section of the report.
4. Jack Allen told Soon that Gerald Lord is coordinating the SACS visit to ACC. Soon will contact him to get the date of their visit
5. Soon said that the centers offering all core curriculum have to do a substantive change. Any locations that opened or changed their address after reaffirmation must do a substantive change.

6. Roslyn said that SACS has a new form we will need to complete which will entail more work.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 3: New Employee Updates

Presenter: Soon

Discussion:

1. Soon will be getting more applications for the Institutional Planning and Assessment Coordinator position today.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 4: Projects Calendar

Presenter: Soon

Discussion:

1. NCCBP – Ready to submit. Soon said that in the future, we will provide departments with last year's numbers and ask for an update.
2. THECB reports
 - a. 002 – Submitted.
 - b. 006 – Certified.
 - c. A & C – Balanced, waiting on Kay.
 - d. 004 – Due next month.
 - e. 116 – Submitted June 27th.
 - f. State Self-Reported Data Report – Due next year.
3. ICS - Needs proofing.
4. IPR – Begin working on data using the same format as last year.
5. Kansas Study – In progress. Due July 18th.
6. Spring Nursing Survey – In progress.
7. Master Plan Re-write – Soon is working on.
8. Fact Book – Charlene will work with Anna to see what she can start for the Fall Fact Book. The full Fact Book needs to be out before June.
9. Toni's shower – Add to calendar.

Decisions/Actions:

Follow Up Items and Responsible person:

1. Roslyn will proof the ICS document.

Agenda Item 5: Newsletter

Presenter: Charlene

Discussion:

Staff suggested items to be published in the newsletter

Decisions/Actions:

1. Add SACS visit in August.

Follow Up Items and Responsible person:

1. Send Newsletter by listserve.

The meeting was adjourned at 11:30.

Next meeting: July 10, 2008
