

ACC Meeting Name: Staff Meeting

Office of Institutional Effectiveness and Accountability

Date: July 23, 2009

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees: Soon, Ziv, Roslyn, Swapna, Lina, Connie, Charlene, Anna, Judith, Rich

Minutes

Agenda Item 1: Old Business

Presenter: Soon

A. **Review of Minutes:** Minutes were approved with corrections.

B. **Review of Follow-Up Items:** Soon clarified the process to update targets for Closing the Gaps:

1. Soon calculates the Closing the Gaps targets in consultation with staff and other departments
 2. Kathleen Christensen, Mike Midgley and Dr. Kinslow review and approve targets
 3. The approved targets are reported to the THECB
 4. A report is produced in March using (Connie) numbers for degrees and enrollments from CB data
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Agenda Item 2: New Business

Presenter: Soon

A. **Reporting impact of HEOA (Higher Education Opportunity Act) consumer Information Requirements and Changes:**

1. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965. The act contains various provisions aimed at providing readily accessible information to consumers on college costs.
 2. The full text of the act is available at <http://www.ed.gov/policy/highered/leg/hea08/index.html>
 3. ACC will be responsible to meet the HEOA's extensive reporting requirements. One of the requirements is to place a Net Price Calculator on the ACC website. The Net Price Calculator is "... a tool designed to provide a student and his or her family with a more individualized estimate of the net price of particular higher education institutions.", see the American Council on Education synopsis http://www.acenet.edu/e-newsletters/p2p/ACE_HEA_analysis_818.pdf.
 4. Soon will meet with Terry Bazan and Kathleen Christensen regarding the Net Price Calculator and other requirements of the HEOA.
 5. Soon also mentioned that the Net Price Calculator will need to be available in three clicks from the homepage and web developer Ed Terry will have to create a webpage for the calculator.
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Agenda Item 3: Updates on projects

Presenter: All

A. **SACS:** Soon is working with OIEA staff on finalizing a list of changes in ACC programs and locations that need to be reported as substantive changes to SACS. OIEA has also been working on improving and standardizing the internal reporting college process so that OIEA will be informed of changes in time to report them to SACS. The SACS guidelines on Substantive Change are available at <http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>

At the Substantive Change meeting in February, Soon learned there will be a shortened process for certificate programs. Soon said we need to check w/ SACS (or on website?) to find out if requirements have changed.

B. **Race/Ethnicity changes:** Connie reported that we are waiting for Soon's approval on the announcement and FAQ and that we would be going live with the new data collection on September 4th. Are still working out the final pieces on non-resident alien reporting.

C. **Data Warehouse:** (Lina & Swapna)

1. Thanks to Ziv for his help in collecting Course snapshot data. They are working on doing the same process for Student snapshot data.

2. Andrew's team has made some progress on ODS. About 20 new student-related tables have been created.
3. Judith will check the status of the SAS/ACCESS server license purchase order.
4. There is no update from Kathy Galaviz on the issue that we had with Prospect status in Applicants file and the issue with duplicate Person records.
5. Soon suggested that we maintain a separate table for Tech prep courses and find out from Admissions and Records how these courses are identified so we can update the data, to make it consistent with that of Datatel.

D. Data Retreat (ATD): This will be discussed at the next Projects meeting that Soon can attend. OIEA will do a notebook. For Achieving the Dream, our department will be supporting the new faculty coaches with data.

Agenda Item 4: OIEA Projects Calendar **Presenter:** Roslyn/Soon
 Soon clarified the particular dates and timelines for calendar items Roslyn had in question.

Agenda Item 5: OIEA Newsletter **Presenter:** Charlene
 No update.

Agenda Item 6: Announcements **Presenter:** Soon

- A. We just got the job description for the SACS position approved and could potentially have someone start by Sept. 1st. Soon will need to set up the hiring committee and mentioned Judith & Anna to consider serving on the committee.
- B. Also, with the new positions we will get new furniture and new computers. We will also need to do some remodeling of office space. The clerks schedules may need to be adjusted to accommodate the new position.
- C. Soon and Swapna will be in SAS class the first week of August. Soon will buy the SAS books then to get the discount.

Follow Up Items and Responsible person:

1. Soon to notify SACS on substantive change locations
2. Rich requested the Closing the Gaps process be put on the S drive for future reference
3. Judith to check with Reed Stoddard to see if he faxed SAS/Access contract and get signed copy of contract
4. Judith to update Soon's calendar when the Admin Planning calendar arrives, and send to OIEA staff
5. Soon will provide info to OIEA staff about HEOA and Achieving the Dream; Judith to copy & distribute
6. Judith to copy and distribute the NASFAA article from Terry Bazan
7. Soon to meet with Kathleen Christensen and Terry Bazan regarding Net Price Calculator & other requirements of the HEOA
8. Soon to order SAS books: Judith to provide list of SAS books requested
9. Soon to set up hiring committee for SACS position
10. Soon to talk to Linda Morrison about remodeling in our department
11. Charlene to get on College Wide Web Committee
12. Swapna will contact Admissions & Records to find out how they identify Tech Prep courses
13. Rich to review latest Tech Prep data and research to determine any impacts on our research at ACC
14. Judith to check with purchasing about cost of buying InDesign software for Charlene
15. Judith to order 100 (plus) 3 ring binders for the data retreat

The meeting was adjourned at 11:30

Next meeting: August 13th