

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: August 9, 2007

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Connie, Rich, Ziv, Alice, Jim, Charlene and Roslyn.

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Decisions/Actions:

The minutes for July 12, 2007 were tabled until the next meeting .

Agenda Item 2: IPC Retreat

Presenter: Soon

Discussion:

1. Soon has emailed Dr. Kinslow for his goals.
2. Soon is working on graphics for the “Seven Wonders at ACC” theme for the IPC retreat.
3. The retreat will be at the Eastview Campus, Multi-purpose Room 8500, from 9:00am to 1:00pm, with breakfast at 8:30am, and lunch at 1:00pm.
4. Participants will be given a Fact Book and a notebook containing data concerning the following.
 - a. Institutional Profiles
 - b. *Closing the Gaps Update*
 - c. Core Indicators Dashboard
 - d. CCSSE
 - e. D-F-W Grades
 - f. Financial Aid
 - g. Instructional Program Review
 - h. ISD Profiles
 - i. Master Plan
 - j. Developing Initiatives
 - k. NCCBP
 - l. Population Projections
 - m. Withdrawal Information
 - n. OIEA

Agenda Item 3: Program Review

Presenter: Soon

Discussion:

1. Ziv has completed most of the tables.
2. Toni is going to assist with the form creation.

3. Roslyn has revised the guidelines.
4. Roslyn and Charlene are working on the website.

Follow Up Items and Responsible person:

1. Post the parts of the website that are complete. Charlene
2. The data will be distributed in mid-September. Roslyn

Agenda Item 4: Staff Schedule Change Requests for Fall Semester **Presenter:** Soon

Discussion:

Soon asked staff to submit any schedule change requests for the Fall semester as soon as possible.

Agenda Item 5: Update on Staff Hiring **Presenter:** Soon

Discussion:

1. Swapna is scheduled to start working August 21st if the paperwork is completed.
2. Lina has been offered the Data Warehouse Administrator position. Her response is due by August 10th.
3. Connie will chair the hiring committee for the reports specialist position.

Agenda Item 6: Farewell and Birthdays **Presenter:** Soon

Discussion:

1. Charlene and Alice's birthday lunch will be August 17th.
2. Roslyn's birthday lunch will be August 23rd.
3. Jim's farewell lunch and reception will be August 30th.

Agenda Item 7: Announcements **Presenter:** Soon

Discussion:

1. NCCBP Conference – Local arrangements were done by OIEA staff.
 - a. Soon was disappointed in the OIEA staff participation concerning the work that needed to be done at the conference.
2. NCCBP Conference – Soon wants to contact Texas State and UT to see if ACC can get a data-sharing agreement to evaluate transfer students.

Decisions/Actions:

1. Staff need to work on teamwork skills.

Agenda Item 8: Projects Calendar **Presenter:** All

Discussion:

1. Connie is waiting on patches to be loaded to submit the OOA/C, and 001/4.
2. Rich or Charlene need to contact SNAP concerning issues with the software.

Agenda Item 9: Newsletter

Presenter: Charlene

Discussion:

Staff discussed the OIEA Newsletter and made the following suggestions.

1. Add a link to the Master Plan.
2. Add a link to the Final Summer Registration report.
3. Add a new link for Program Review.
4. Insert a blurb about saying “Farewell” to Jim.

The meeting was adjourned at 11:30.

Next meeting: August 23, 2007