

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: September 11, 2008

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

The minutes for August 14, 2008 were reviewed.

Decisions/Actions:

The minutes for August 14th, were approved.

Follow Up Items and Responsible person:

1. Rich will work with Charlene on printing the Economic Impact Study.

Agenda Item 2: Staff Updates and Discussion

Presenter: Soon

Discussion:

1. Soon reminded staff of her leave policies.
 - a. Twenty-four hours notice is required for vacation and personal leave.
 - 1a. Talk with Soon if you need to take leave and cannot give a 24-hour notice.
 - 2a. Keep in mind meeting your responsibilities when considering taking leave.
 - 3a. Take leave only when necessary when Soon is gone.
 - b. A sick leave request should be completed as soon as you return to work. If you are using sick leave for a doctor appointment, submit the request prior to taking leave.
2. Update President's Planning Calendar
 - a. Roslyn asked if entries to the President's Planning Calendar have been entered on our Projects Calendar.
3. OIEA Web Pages Cleanup
 - a. Need to update all OIEA web pages.
 - b. There was a suggestion to add a hit counter to our pages.

4. Problems with MS Office 2007 and going back to 2003
 - a. SAS does not support Office 2007, but Lina and Swapna can work with the issues.
 - b. Roslyn has problems using 2007 ACCESS.
 - c. Connie likes Office 2007.
5. Discussed installing Snap on the workroom computer.
6. Soon asked staff if they have any questions concerning Dr. Kinslow's reorganization.
7. Connie reported IT may take space from our shared drive.

Decisions/Actions:

1. No decision needed
2. Staff need to enter their projects on the OIEA Projects Calendar.
3. Roslyn will develop an hourly job description to post in HR for someone to provide clerical assistance for web page cleanup and other projects.
4. Leave Office 2003 on Charlene's computer and restore 2003 on the workroom computer.
5. Soon will ask the College-wide Technology and Capital Outlay Committee to pay for Snap license.
6. Connie will send a request on behalf of Soon to IT to request an increase in the available space for our departments shared drive.

Follow Up Items and Responsible person:

2. Calendar edits – Staff
3. Job description – Roslyn

Agenda Item 3: Information Items

Presenter: Soon and Staff

Discussion:

1. Soon is waiting on SACS's response to the site visit and the AAT degree issue. She said that Gerald Lord of SACS told her that we might get good news soon.
2. The 5th Year Interim Report is in progress. The deadline is September 12th, then the report will go to Dr. Kinslow for review. SACS's due date is October 1st.
3. Substantive Change for RRC will need to be submitted to SACS in early 2010.
4. We need a process for ensuring that our office is notified well in advance when there are program changes or additional teaching locations so we can submit required substantive change documents.

Decisions/Actions:

4. Roslyn will check to see if we have to do substantive change when one site moves to another location

Follow Up Items and Responsible person:

Alice will schedule a meeting with Soon, Roslyn, Anna, deans, and Mike to discuss faculty credentials issues.

The meeting was adjourned at 11:30.

Next meeting: September 18, 2008
