

ACC Meeting Name: D R A F T
Office of Institutional Effectiveness and Accountability

Date: October 09, 2008

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Alice, Anna, Lina, Mike, Charlene, Roslyn, Swapna, Ziv.

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

1. The minutes for September 11, 2008 were reviewed.

Decisions/Actions:

1. The minutes for September 11th, were approved with changes.

Follow Up Items and Responsible person:

1. Alice will make formatting changes to the minutes.

Agenda Item 2: Staff Updates and Discussion

Presenter: Soon

Discussion:

1. Technical Office Assistant/Clerk Job Description.
 - a. Staff reviewed an hourly position job description for clerical assistance for OIEA.
2. IPC Notebook
 - a. Staff reviewed the IPC notebook checklist.
3. Bosses Day Lunch
4. The DFW report was discussed.

Decisions/Actions:

1. Soon told Roslyn to add to the Technical Office Assistant/Clerk job description the following:
 - a. Knowledge of standard office procedures, including filing, and operation of standard office equipment.
 - b. List computer skills such as Excel, Word and Web Browser.
2. The status of the IPC notebook checklist items are as follows:
 - a. Master Plan process and timeline – Soon is working on.
 - b. President's goals – Soon has the goals.

- c. Institution priorities – Soon will revise.
 - d. Closing the Gap – Soon has in her office.
 - e. CCSSE – Use the same document as last year.
 - f. Noel – Levitz – Add report to notebook.
 - g. ISD Profiles – Charlene will update map to include Round Rock.
Master Plan – In duplication.
 - h. Population projections – Charlene is working with Jim.
 - i. Withdrawal information – Ziv has completed.
 - j. Staff information – Need to add picture of Mike.
 - k. Cluster Group data – Add to notebook.
 - l. Master Plan development process 2010-2012 – Add to notebook.
 - m. Fact Book and Master Plan – To be handed out separately.
 - n. NCCBP reports – Add 2007 and 2008 to notebook.
 - o. DFW report – Swapna has completed.
 - p. MP developing initiatives – Mike will review and revise.
 - q. Additional tabs needed are:
 - i. ACC Snapshot
 - ii. Master Plan Development Process 2010 – 2012
 - iii. Noel-Levitz
 - r. Remove Financial Aid tab.
 - s. Staff to have notebooks ready for review by October 28th.
3. Staff will take Soon to lunch for Bosses Day on October 15th at 11:30.
4. Charlene will post the DFW report and add link to the newsletter.

Follow Up Items and Responsible person:

- 1. Job description revisions – Roslyn
- 2. Compile IPC notebooks – Staff
- 3. Post DFW report and add link to newsletter - Charlene

The meeting was adjourned at 11:30.

Next meeting: October 23, 2008
