

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

Date: October 11, 2007 **Time:** 9:30
Chair: Soon Merz **Location:** HBC 603.0
Attendees:
Soon, Connie, Ziv, Rich, Lina, Alice, Swapna, Charlene and Roslyn.

Minutes

Agenda Item 1: Review of Minutes **Presenter:** All

Discussion:

The minutes for September 13, 2007 were reviewed.

The follow-up items were discussed:

1. Charlene created the AEC web page.
2. Alice developed a listserv for AEC.
3. Connie needs to get Raja on the shared drive.

Decisions/Actions:

The minutes for September 13, were approved with changes.

1. Agenda Item 2, **Steve's Planning Calendar, Discussion:** Add after the first sentence "We talked about changes and deletions to the calendar".
2. Agenda Item 2, **Steve's Planning Calendar, Decisions/Actions:** Move number 1 and 2 to **Follow Up Items**.
3. Agenda Item 4, **Graduate Follow-Up Survey:** Change to read "...meeting due to Rich's absence".
4. Agenda Item 5, **New Employee Update, Item 3 and 4:** Combine to read "The Coordinator of Research Initiatives job description that Soon revised is approved."
5. Agenda Item 6, **Announcements, Number 2:** Change to read "...drive for Raja who will be working with OIEA so he will have access to data that he needs."
6. Agenda Item 6, **Announcements, Follow Up Items:** Add "Connie will work with Thomas to get colon prompt install."
7. Agenda Item 7, **OIEA Projects Calendar:** Move items 1 – 6 to Follow Up Items.

Follow Up Items and Responsible person:

Agenda Item 2: Conflict of Interest Form**Presenter:** Soon**Discussion:**

Soon talked about the colleges Conflict of Interest form. Soon reminded everyone that the college has a policy about conflict of interest and staff should be very careful not to use ACC property to conduct outside business.

Decisions/Actions: N/A**Follow Up Items and Responsible person:** N/A

Agenda Item 3: Software**Presenter:** Soon**Discussion:**

Soon wants OIEA software centrally located. Connie asked if we are going to upgrade the SPSS software.

Decisions/Actions:

1. Staff will give any software in their offices to Alice.
2. Soon said that we will not upgrade SPSS. We will use SAS.

Follow Up Items and Responsible person:

1. Alice will create a spreadsheet with software information and put the software in the locked cabinet in the workroom.

Agenda Item 4: Graduate Follow-Up Survey**Presenter:** Rich**Discussion:**

Rich explained the graduate Follow-Up Survey for the benefit of new OIEA employees. He said there are some issues that need to be addressed:

1. Rich said that we may want to modify the questions to fit those students who have multiple degrees.
2. We may want to count students with multiple degrees only on those whose degrees are in the same area.

Decisions/Actions:

1. In the future move this agenda item to the Projects Meeting.

Follow Up Items and Responsible person:

1. Alice will put on Projects Meeting agenda.

Agenda Item 5: New Employee Update**Presenter:** Soon**Discussion:**

1. There are three interviews scheduled for the Reports Specialist position.

2. Human Resources has received a small number of applications for the Coordinator of Research Initiatives position. Interviews may not start until later in November due to a poor applicant pool.
3. OIEA may get a part time GIS Specialist.
4. Soon said that remodeling our work space has been requested, but may not happen until next year.

Follow Up Items and Responsible person:

Agenda Item 6: Announcements

Presenter: Soon

Discussion:

1. Connie's birthday lunch and Bosses Day lunch will be at P.F. Changs on October 15th.
2. Program Review SWOTs are beginning. Rich will accompany Roslyn to the SWOTs.
3. Soon is working on the Chamber of Commerce, Progress Report. This will be the first chamber report on a community college in the US.
4. October 15th the Board of Trustees is having a forum on transportation issues.
5. Susan Brown, at the Coordinating Board, wants colleges to notify students with 55 credit hours that last attended college in 2001 to 2006 that they are almost ready to graduate.
6. Soon will be out of the office November 6th through November 9th to attend the Mid-Air conference.

Decisions/Actions: N/A

Follow Up Items and Responsible person:

1. Alice will schedule a meeting with Soon, Donetta, Kathleen, Linda Kluck and Connie Wall to discuss students with 55 credit hours.

Agenda Item 7: OIEA Projects Calendar

Presenter: Staff

Discussion:

There were no changes to the Projects Calendar.

Decisions/Actions: N/A

Follow Up Items and Responsible person: N/A

Agenda Item 8: Newsletter

Presenter: Charlene

Discussion:

Staff suggested items to be published in the newsletter.

Decisions/Actions:

1. Charlene will add Lina's bio to the Newsletter.
2. Links will be added for the ICS survey, the Preliminary Enrollment Fall 2007 report and the Student Profile for Fall 2007.

Follow Up Items and Responsible person:

Charlene will send newsletter to Pam by noon on October 15, 2007.

The meeting was adjourned at 11:30.

Next meeting: December 13, 2007