

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** October 12, 2006

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

Soon, Connie, Charlene, Annette, Ziv, Carol, Rich, Jim, and Roslyn.

**Minutes**

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**Agenda Item: Review of minutes of previous meetings**

**Presenter: all**

**Discussion:**

The minutes for September 7, were corrected as follows:

Agenda Item: Time Tracking: “Soon has *almost* one year of the OIEA staff time tracking reports.”

Agenda Item: OIEA website:

- the newsletter will be distributed via email (both as an attachment and as text of the email) during the week of the 15<sup>th</sup> of the month. This month, it will be distributed on October 16 (a Monday).
- Embedded, live links to all new postings to the OIEA website will be included in the newsletter. The October newsletter will include all postings added in the past year; thereafter, each newsletter will include all new postings since the last newsletter.
- When OIEA staff send Carol a document to post to the OIEA web, they will include a short description of the document for the newsletter; and they will copy Charlene on the email.
- Once the newsletter is distributed, Charlene will file it in the Newsletter folder (that she will create) in the Projects folder on the Q drive. Carol will post the Newsletters to the OIEA website under What’s New?

Agenda Item: Fact Book: “...the business office part completed *last....*”

The minutes for September 14, were corrected as follows:

Agenda Item: Staff Updates:

- Rich: 1. *Analyzing* the ICS Survey results  
2. Reviewing the *Instructional Program Review* Quality Improvement Plans for the IPC retreat

The minutes for September 28 were corrected as follows:

Agenda Item: Announcements:

- 1. ACC’s IPEDS Data Feedback Report includes a peer institution that is not a peer. Soon will make the change to the IPEDS peer list.

**Decisions/Actions:** All three minutes were approved with changes.

**Follow Up Items and Responsible person:**

Soon will make IPEDS Peer changes.

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**Agenda Item (added): Meetings****Presenter: Soon**

**Discussion:** Identified Problem: Soon needs more projects-specific discussions. Staff glaze over in discussion that they perceive to be unrelated to their function. Staff miss meetings due to SAS training and other meetings. We haven't been able to do staff updates regularly.

Several solutions were proposed including

- o changing the meeting day to second and fourth Monday and meeting with people involved in projects before staff meeting,
- o meeting on second and fourth Monday for staff meeting and first and third Monday for projects
  - this might promote the "silo" effect, however
  - soon is likely to have BOT meeting preparation

**Decision/Action:**

We will continue to meet on the second and fourth Thursday for staff meeting, i.e., general information and issues, and additionally, we will all meet as a group on the first and third Thursday for projects discussions as a group.

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**Agenda Item: Debriefing: Institutional Planning Council Planning Retreat**

**Discussion:** Staff provided feedback that they gathered during the development of initiatives exercise.

1. Participants wanted D-F-W report to include ethnicity breakdowns
2. ABE wanted its numbers included in institutional reports. OIEA will need to get those data directly from ABE because they use a different computer system than Datatel.
3. Participants wanted data specifically relevant to the priority they had been assigned to work on, e.g. declared majors information. OIEA doesn't "do" much with information on majors because it is self-reported and not kept up to date by students. We will need to begin to report those data, with caveats if needed, to departments, etc.
4. One group of participants was very interested in making changes to the process and board policy regarding instructional program review. Soon will talk with Donetta and Mike to find out what they want from the IPR process. Additionally, OIEA data for the FY 08 process will include program level information related to NCCBP, CCSSE, Kansas Study, non-mastery report, majors and enrollments.
5. Another group wanted IPC to do more long range planning. We proposed that the IPC do planning and the cluster groups do budgeting. More discussion about this needs to occur.
6. Several participants requested that next year, the "exercise" be real instead of only an exercise.

**Decisions/Actions:**

1. Ziv will include ethnicity information in the DFW report.

2. Connie and Ziv will obtain ABE data from them.
3. OIEA staff will begin to report information on majors.
4. Rich, Roslyn, and Soon will move forward on working with Donetta, Mike and the IPR committee to revise the IPR process and BOT policy.
5. Rich, Roslyn, and Soon will discuss further the idea of IPC planning and cluster groups budgeting.
6. IPC will be more involved in planning the retreat next year.

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**The meeting was adjourned at 10:43.**

**Next meeting: October 26, 2006**

Respectfully submitted,

Roslyn Wallace