

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: December 11, 2008

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

1. The minutes for November 13, 2008 were reviewed.

Decisions/Actions:

1. The minutes for November 13th were approved.

Follow Up Items and Responsible person:

Agenda Item 2: Staff Updates and Discussion

Presenter: Soon

Discussion:

1. Roslyn announced that a selection has been made for the hourly Technical Office Assistant/Clerk position.
2. The OIEA web page redesign was discussed.
3. Charlene provided the Fact Book cover for all to approve.
4. Soon, Roslyn and Mike attended the 2008 SACS-COC Annual Meeting, December 6 – 9 in San Antonio. They attended several informative workshops. Workshop materials will be placed in the workroom for staff to review.
5. The Project calendar items were discussed.

Decisions/Actions:

1. Leif Vickers will begin working January 5th in the hourly Technical Office Assistant/Clerk position.
 - A. Soon told staff to make a list of tasks he might help with.
2. Soon said that Stan Gunn has approved Chris to help OIEA with our web pages redesign project as long as it does not interfere with his IT work.
 - A. Soon asked Charlene to add Google counters to all OIEA web pages.
3. The Fact Book cover was approved, although many did not like the silhouettes on the back cover.
4. A *SACS Update* will be added as a permanent OIEA staff meeting agenda item to help keep track of our ever increasing SACS responsibilities.
5. The following are updates concerning the Projects calendar.
 - A. Rich is working on the Transportation Survey.

- B. Charlene will meet the deadline for the College Board survey.
6. The OIEA newsletter will include the following:
 - A. Add comment “Coming Soon – SACS redesigned website”.

Follow Up Items and Responsible person:

1. None
2. Soon will follow-up with Chris.
3. None
4. Alice will add *SACS Update* to meeting agendas.
5. None
6. Roslyn will compose a blurb for the newsletter.

The meeting was adjourned at 11:30.

Next meeting: January 8, 2009
