

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: September 14, 2006 **Time:** 9:30
Chair: Soon Merz **Location:** HBC 603.0
Attendees:
Soon, Alice, Charlene, Annette, Ziv, Rich, Jim, and Roslyn.

Minutes

Agenda Item: Old Business **Presenter:** Soon

Discussion:

The **Old Business** agenda item was tabled until the next OIEA Staff Meeting.

Decision/Actions:

Follow-Up items: **Person responsible:**

Agenda Item: Announcements **Presenter:** Soon

Discussion:

1. The official opening of the South Austin Campus is September 15 at 10:00 am.
2. Everyone is invited to a community gala at the South Austin Campus on Saturday, September 16. Soon will be at the scholarship table.
3. NRG is celebrating Constitution Day on September 15.
4. OIEA will handle local arrangements for the NCCBP Meeting at the Hyatt on Barton Springs this year.
5. Soon asked staff to look at the interesting way Central Piedmont Community College has developed their web site <http://www.cpcc.edu/planning>. Some of the reports are worth discussing for ACC.
6. Soon asked Alice to schedule a Fact Book improvement meeting.
7. OIEA is working with IT to obtain our own server space so we can have direct access to our files. They will give us 200g of space. Connie is checking on Chronjob software for OIEA use.

Decision/Actions:

Follow-Up items: **Person responsible:**

1. NCCBP meeting in Austin.
2. OIEA server space and Chronjob software.

Agenda Item: Staff Updates **Presenter:** All

Discussion:

Rich

1. Analyzing the ICS Survey results
2. Reviewing the Instructional Program Review Quality Improvement Plan for the IPC Retreat.

Ziv

1. Working on data requests from Tobin Quereau and Jeannie Ward.
2. Preparing the CBM report for CE.
3. Is starting the Student Profile report.
 - a. Soon asked Ziv to make this report his top priority.

Charlene

1. Downloading nursing data.
2. Working on the Fact Book.

3. Working with Rich on the ICS report.
4. Entering data for the Kansas Study.

Annette

1. Fall semester course extract updates.
2. Working on the High Demand report.
3. Working with Jim on maps for the IPC Retreat.

Jim

1. Working with Annette on GIS maps for the IPC Retreat.
2. Working on Indicator Project.

Roslyn

1. Master Plan development.
2. Focus Group with Foster Youth Alumni to determine how to help foster youths to stay in college.
3. Working with Neil on the Master Plan budget database.
4. Translating the NCCBP to a useable form for the IPC Retreat.

Decision/Actions:

Soon asked that staff complete all data for the IPC Retreat by September 24.

Follow-Up items:

Person responsible:

Other Information

Next Meeting Date: September 28, 2006 **Time:** 9:30 **Location:** 603.0