

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: January 8, 2009

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

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

Decisions/Actions:

1. The minutes for December 11th were approved with changes.

Follow Up Items and Responsible person:

1. Alice will make changes to the minutes.
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Agenda Item 2: Staff Updates and Discussion

Presenter: Soon

Discussion:

1. Roslyn announced that the hourly Technical Office Assistant/Clerk position is vacant.
2. The OIEA web page redesign was discussed.
3. Update on Projects
 - A. SACS responsibilities were discussed.
 - B. Connie talked about race/ethnicity.
 - C. The data warehouse project was discussed.
4. The lack of a refrigerator was discussed.
5. Charlene asked for items to add to the Newsletter.

Decisions/Actions:

1. The hourly Technical Office Assistant/Clerk position has been posted in HR.
2. Chris Mielke will be working hourly on redesigning the OIEA web page. Charlene will be notified of any changes that he makes. He has added Google Analytics to the template.
3. Update on Projects
 - A. SACS
 - i. Mike is working on RRHEC Substantive Change report.
 - ii. Ziv will provide a list of faculty for Fall 2008 and Spring 2009 (12th class day) to Soon, Mike and Roslyn.
 - iii. SACS Institutional Profile is completed and sent.
 - B. Connie will attend a meeting in January concerning race/ethnicity issues.

- iv. Roslyn suggested that OIEA request a position whose primary responsibility would be SACS issues.
 - C. Swapna is collecting completions information for year 2005 (3 cohorts) for the data warehouse. Rich will do analysis on data. The primary focus for the data warehouse will be developmental education and funding issues.
- 4. Possible refrigerator solutions.
 - A. Brette will talk to Dr. Kinslow about replacing the refrigerator.
 - B. The second option is for Richard Armenta, Brette Lea and Soon to pool money to replace the refrigerator.
 - C. The three primary areas using the kitchen will rotate kitchen tasks.
- 5. The OIEA newsletter will include the following:
 - A. Registration Summary.
 - B. Completions report.
 - C. Mike will give Charlene a note about the AEC and IPR joint meeting.

Follow Up Items and Responsible person:

- 1. None
- 2. Charlene will contact Chris as needed.
- 3. Mike will give Soon a draft report January 30th.
- 4. Soon will follow-up with Brette.
- 5. Mike will compose a blurb for the newsletter.

The meeting was adjourned at 11:30.

Next meeting: January 22, 2009
