

# ACC Meeting Name: Staff Meeting

## Office of Institutional Effectiveness and Accountability

---

**Date:** January 14, 2010

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:** Amanda, Charlene, Connie, Judith, Lina, Rich, Roslyn, Soon, Swetha, Ziv

### *Minutes*

---

#### **Agenda Item 1:** Old Business

**Presenter:** Soon

- A. **Review of Minutes:** Minutes from the December 10<sup>th</sup> meeting were approved with corrections.
  - B. **Review of Follow-Up Items:** Items were reviewed and discussed.
- 

#### **Agenda Item 2:** New Business

**Presenter:** Soon

- A. **OIEA Retreat:** SSI is impacting us in a major way. OIEA is being asked to do a whole lot more with virtually the same resources so we need to have a retreat to talk in-depth about how we can do what is being asked of us by becoming more efficient. One important aspect of becoming more efficient is to be proactive by examining barriers/roadblocks to accomplishing tasks. At this retreat we need to go with open minds and be willing to revamp the way we do things if necessary. The tentative date is April 30<sup>th</sup> (5<sup>th</sup> Friday of the month). Rich, Amanda and Ziv will be the Retreat Planning Group; (everyone send their ideas to them). Roslyn requested that we include as part of our agenda, 'action steps with specifically assigned people,' so that ideas are implemented.
- 

#### **Agenda Item 3:** Updates on projects

**Presenter:** All

##### A. **SACS:** (Roslyn/Amanda)

1. The Utility Lineman program notification letter has been sent.
2. We received a letter from SACS telling us that in December at the annual meeting, our 5<sup>th</sup> year update was approved with no extra reports required. This is only the 2<sup>nd</sup> time in the history of this institution that no follow-up reports were required.
3. The Round Rock campus letter will be sent soon.
4. The prospectus for the Utility Lineman program has been started but there are discrepancies' in the catalog that need to be fixed. Soon, Amanda and Roslyn defined the word 'substantive' as it refers to program changes and now Roslyn has to apply the definition to the list of unreported programs.
5. Amanda has been looking at the locations list and re-evaluating the locations they have to report, but all of that hinges on how they define 'credentials'. We are going back and catching up on the last 7 years as a result of rule changes. The catch up needs to be done before the academic year 2011 catalog comes out.

- B. **Data Warehouse:** Lina reported that we have the Snap software 10. She is working with Brian to put on the fileserver that has the rest of the SNAP software (8 and 9). Rich gave Lina the 2009 Fall nursing survey data. Lina ran through the procedure Swapna wrote. Two reports were fine and one has an issue. Swetha started to go through the nursing survey program and should be able to get it done soon. The SAS Web Portal initial connection had a performance issue. Lina is working with SAS Technical Support to find a solution.

##### C. **Student Success Initiative:**

1. Rich said requests are beginning to come in to various people, not only from Faculty Coaches but other faculty as well. Soon's understanding is that Stephanie Hawley will coordinate requests from DevEd and AdultEd and Rich will coordinate all the rest. Rich and Stephanie have met to organize and draft a process for handling the requests as well as keeping a list of the requests. All requests coming to OIEA are to come to Rich.
2. Amanda reported on the General Education/Core Curriculum committee meeting that occurred that morning. As a regular attendee at the core Curriculum committee meeting and the Curriculum and Programs committee meeting, she will now update Connie whenever changes are made to the core. The Core Curriculum meeting will be meeting more regularly to address issues for SACS and the Coordinating Board.

---

**Agenda Item 4:** OIEA Projects Calendar                      **Presenter:** All  
The Projects calendar was reviewed and will be updated.

---

**Agenda Item 5:** OIEA Newsletter                              **Presenter:** Charlene  
Charlene will put Fact Book Preview information in the newsletter.

---

**Agenda Item 6:** Announcements                              **Presenter:** All

1. Soon will be out of the office the week of Feb. 1-5 at the Achieving the Dream Strategy Institute.
2. Soon's update on departmental recruitment: The SACS Coordinator position will close tomorrow. Swapna's position has been reconfigured to be more like the Programmer Analyst position in IT. It was approved yesterday but won't be advertised until next week.
3. Lunch at Threadgill's on Wednesday for Swetha and Judith's birthdays.

---

**Follow Up Items and Responsible person:**

1. Soon will send the notice of substantive change for the Round Rock Campus to SACS.
2. Judith needs to locate an off campus site for the retreat.
3. Judith will set up meetings w/ Amanda, Rich, Roslyn and Soon about job descriptions for the Assessment Coordinator and the new position.
4. Judith will include SSN confidentiality in new employee orientation.
5. Judith will find a service for updating addresses.
6. Judith will set up a meeting for Connie, Roslyn, Amanda and Rich to discuss the college wide education of confidentiality, and to draft procedures.
7. Soon will discuss at PLT the issue of how to educate faculty/staff on a college-wide basis about the use of SSN's.
8. Soon will talk to Stan about the missing FERPA pop-up in Datatel.

**Long term follow-up:**

1. Soon and Rich will view the Power point from the retreat to determine if it needs to be posted on the website.

**The meeting was adjourned at 11:49 a.m.**

**Next meeting: January 28, 2010**