

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: February 8, 2007

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Connie, Charlene, Rich, Val, Jim, Alice and Roslyn.

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

The minutes for January 25, were discussed.

The follow-up items were discussed:

1. Staff still needs to submit projects to the OIEA Projects Calendar and the President's Planning Calendar.
2. IPR process revisions presentation to Faculty Senate by Roslyn.

Decisions/Actions:

The minutes were approved.

IPR process revisions presentation to Faculty Senate was successfully given by Roslyn.

Follow Up Items and Responsible person:

1. Staff will submit updates for the President's Planning Calendar to Roslyn before February 22.

Agenda Item 2: CTG Update

Presenter: Jim

Discussion:

Jim said that he has started working on the third *Closing the Gaps Update* report. He plans to make a few changes to the formatting.

Decisions/Actions:

1. Staff will use sticky notes to place suggestions for updating the ACC service area, school districts and high schools map on the map in the hall.
2. *CTG Update* report will be complete by February 23.
3. Charlene will be taking over the CTG Updates starting in September.
4. Rich will be producing the maps starting in September.

Agenda Item 3: OIEA Newsletter

Presenter: Charlene

Discussion:

Staff discussed the OIEA Newsletter and made the following suggestions.

- Insert a **Coming Soon Section** to announce upcoming publications or activities?
 - Look for ICS survey by the end of February
 - The CCSSE survey will go to faculty after Spring Break.
 - Watch for *Closing the Gaps Update* report.
- Post *Fact Book Preview* to the web.
- Also on the web, under Master Plan, list Master Plan initiatives that have been moved to the budget for funding request.

Follow Up Items and Responsible person:

1. January and February OIEA Newsletter will be published by February 15th. The newsletter needs to be out for the month by the 15th. Charlene
2. Post *Fact Book Preview* to the web. Charlene

Agenda Item 4: ICS Survey

Presenter: Rich

Discussion:

A draft survey instrument will be ready by February 15.

- Soon stated that the 2006 Spring ICS survey will be for information purposes only.

Follow Up Items and Responsible person:

- The results of the 2007 ICS survey will be used for improvement plans. Rich

Agenda Item 5: Announcements

Presenter: All

Discussion:

- In March, IT should have a DR database to demonstrate/text to OIEA staff.
- The College is looking at a Portal system for ACC.
 - A Portal system is software that will provide a Web browser-based gateway for all campus constituents that will integrate all backend disparate systems into a seamless user experience to enable gains to personal productivity, collaboration and institutional effectiveness. It can include a content management solution and email solution.
- Soon will schedule an Access class for four OIEA staff for February 21.
- The Data Warehouse Administrator position has been posted.

The meeting was adjourned at 11:10 am.

Next meeting: February 22, 2007