

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** February 12, 2009

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

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

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

1. The minutes for January 22, 2008 were reviewed.

**Decisions/Actions:**

1. The minutes for January 22nd 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. Three interviews are scheduled for the hourly Technical Office Assistant/Clerk position.
2. Update on Projects
  - A. SACS responsibilities were discussed.
  - B. Connie talked about race/ethnicity.
  - C. The data warehouse project was discussed.
3. Announcements concerning OIEA were made.
4. Charlene asked for items to add to the Newsletter.

**Decisions/Actions:**

1. Soon has interviewed two excellent candidates for the hourly Technical Office Assistant/Clerk position.
2. Update on Projects
  - A. SACS
    - i. Mike has completed a draft RRHEC Substantive Change report. SACS due date for the report is April 15.
    - ii. Mike is working on the RRHEC faculty roster.
    - iii. The deadline to review the Fall faculty roster is March 13.
    - iv. The deadline to review the Spring faculty roster is April 30. Alice will request the Spring roster from Bobetta.
    - v. Alice will schedule a meeting with Mike, Soon and Roslyn to discuss unreported substantive change reports.

- vi. Soon will meet with Gerry Tucker and Mike Midgley to discuss request for possible SACS position.
  - B. Connie said that the following issues were discussed at the meeting with ACC staff concerning race/ethnicity.
    - i. Mapping of Asian/Pacific Islander to Asian will be done.
    - ii. Linda Kluck will draft questions for application.
    - iii. The group will need to identify processes and queries that need to be changed.
    - iv. HR/CE/Admissions processes will be ready by August 1.
    - v. Critical reports will be ready by August 15, 2009.
  - C. The completions information for the terms, Fall '04 to Fall '05 for the data warehouse are finished. Swapna asked Dianne Olla for a list of combined courses.
- 3. The following announcements were made.
  - A. Staff were asked to think about OIEA strengths, weaknesses, opportunities, and threats in preparation for the OIEA SWOT analysis Friday, February 27<sup>th</sup> at 9:00 a.m. in HBC 502.
  - B. Alice will order refreshments for the SWOT.
  - C. Staff will celebrate Soon's birthday with a potluck lunch on February 18<sup>th</sup>. Alice will coordinate the lunch menu.
- 4. Links to the Preliminary Enrollment Report and Budget Book will be added to the newsletter.

**Follow Up Items and Responsible person:**

- 1. Update at next meeting.
- 2.A.vi. Soon – Will follow-up with budget request follow-up.
- 3.A. Staff – identify SWOT.
- 3.B. Alice – order refreshments.

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**The meeting was adjourned at 11:30.**

**Next meeting: February 26, 2009**

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