

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: February 22, 2007

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

1. The minutes for February 8 were reviewed.
2. The follow-up items were discussed:
 - A. The ACC service area, school districts, and high school map revisions were presented by Jim and received the following comments:
 - i. The campuses were renumbered one through seven and the administrative offices numbered eight and nine.
 - ii. Soon said the Enrollment Distribution Map looks good.

Decisions/Actions:

1. The minutes were approved.
2. The Follow-up items:
 - A. On the map for *Closing the Gaps Update Report* the ISDs not currently participating in College Connection should be left blank.
 - B. The ICS survey document is being revised to fulfill the IPC members request to include the office descriptions on the evaluation page.

Follow Up Items and Responsible person:

1. Jim will produce one more draft of *Closing the Gaps Update Report* before printing for distribution.
2. The ICS survey document will be ready for review and testing February 26. Rich will work with Charlene to get the survey posted and prepare the announcement for the President to send out. March 23 is the deadline for faculty and staff to complete the survey. Rich will send a reminder to faculty and staff to complete a survey by March 19.

Agenda Item 2: OIEA Projects Calendar and President's Planning Calendar

Presenter: Roslyn

Discussion:

Roslyn thanked everyone for editing the OIEA Projects Calendar and President's Planning Calendar. Staff reviewed entries to the calendar.

Decisions/Actions:

1. Staff still need to make a few changes and additions to the calendar located on Q/Workspace/Roslyn. The final deadline is March 8th.

Agenda Item 3: OIEA Newsletter**Presenter:** Soon**Discussion:**

- The February OIEA Newsletter has been released.

Decisions/Actions:

- The March OIEA Newsletter will be sent out March 9th.
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Agenda Item 4: Update on Vacant Positions**Presenter:** Soon**Discussion:**

1. Coordinator of Research and Analysis position: Soon stated that we need to fill this position as soon as possible due to increased workload.
2. Data Warehouse Administrator position: OIEA has a few applications for this position.
 - a. An interview committee needs to be identified with staff that can understand and interpret data.

Follow Up Items and Responsible person:

1. Alice will schedule a meeting with the Coordinator of Research and Analysis position Interview Committee.
 2. Soon will identify people to serve on the Data Warehouse Administrator position Interview Committee.
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Agenda Item 5: College Connection**Presenter:** Soon**Discussion:**

1. Hourly
 - a. Soon said that an hourly position has been approved for College Connection. She hopes to recruit a Technician II or Planning Specialist with a BA degree.
2. Assessment Test Scores
 - a. Testing methods at schools are not always conducive to good test scores.
 - Cannot compare test scores of students who tested in different environments.
 - Will distractions affect test scores?
 - b. ACC needs to provide schools more feedback on their students testing at ACC.

Follow Up Items and Responsible person:

- Alice will schedule a meeting with Soon, Connie, Val, and Rich to discuss Assessment Test Score issues.
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Agenda Item 6: Enrollment by Zip Code by Campus**Presenter:** Soon**Discussion:**

The Board is discussing the *Facilities Update* concerning where to place campuses and buy land. Sasaki Associates advised ACC to renovate or expand some campuses, and purchase land for future campuses.

Decisions/Actions:

1. OIEA will produce new data reports on enrollment by zip codes, by campus.
2. Soon would like Jim to produce the dot map.

Agenda Item 7: High Demand

Presenter: Ziv

Discussion:

Ziv asked when we will receive the results for the high demand survey questions.

Decisions/Actions:

Connie will request that Andrew in IT send the results to Ziv.

The meeting was adjourned at 11:10 am.

Next meeting: February 22, 2007