

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: February 26, 2009

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

1. The minutes for February 12, 2008 were reviewed.

Decisions/Actions:

1. The minutes for February 12th 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. The hourly Technical Office Assistant/Clerk positions are filled.
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.

Decisions/Actions:

1. Remove the hourly Technical Office Assistant/Clerk position from the agenda.
2. Update on Projects
 - A. SACS
 - i. ACC's Fifth Year Interim Report was approved by SACS with no recommendations.
 - ii. Mike is working on the RRHEC substantive change. The goal is to have the final report by spring break.
 - B. Connie said that the following issues were discussed at the meeting with ACC staff concerning race/ethnicity.
 - i. Linda Kluck will redraft questions for the application. Connie will bring to Soon when complete.
 - ii. The group will finalize the timeline for IT.

- C. Swapna and Lina are working on data warehouse issues.
 - i. Swapna asked Linda Kluck about the start/end dates in the Institutions Attended file. She said she will find more information and let us know.
 - ii. Swapna and Lina met Diane Olla to look at the process to download combined courses.
 - iii. Swapna and Lina met Mark Harden from Veteran Affairs and he provided translations for veteran status data.

- 3. The following announcements were made.
 - A. Soon will leave at 11:30 on Friday for an out of town meeting concerning IPEDS.
 - B. Roslyn said Alice's retirement party will be March 25th, 3:00 to 4:30 in HBC, Room 201.
 - C. Roslyn, Diana and Matt are working on ACC Snapshot.
 - D. Roslyn and Charlene are working on redesigning SACS web page.
 - E. IPEDS Spring collection will open soon.
 - F. Roslyn requested that people enter on the project calendar what they are working on. She said a "Rule of Thumb" is to enter the task if you have a deadline.

Follow Up Items and Responsible person:

- 1. None.
- 2.A.ii. Mike – RRHEC substantive change.

The meeting was adjourned at 11:30.

Next meeting: March 26, 2009
