

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** March 8, 2007

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

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

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

The minutes for February 22, were changed as follows:

1. Agenda Item 1, **Review of Minutes:** Item number 1, change “discussed” to “reviewed.”
2. Agenda Item 1, **Review of Minutes:** Item number 2.A.ii. change “Distribution Report” to “Distribution Map.”
3. Agenda Item 1, **Review of Minutes:** Under Follow Up Items and Responsible Person, change the last sentence from “...complete a survey by March 23,” to “...complete the survey on March 19.”
4. Agenda Item 3, **OIEA Newsletter:** Decisions/Actions, the newsletter will be sent out March 9th, not March 19th.
5. Agenda Item 6, Enrollment Zip Code by Campus: the word ‘by’ was omitted from Agenda Item 6. Should read Enrollment by Zip Code by Campus.

The follow-up items were discussed:

1. Alice needs to schedule a meeting with Soon, Connie, Val, and Rich to discuss Assessment Test Score issues.

**Decisions/Actions:**

The minutes were approved with changes.

**Follow Up Items and Responsible person:**

1. Alice will set up Assessment Test Score issues meeting.

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**Agenda Item 2:** OIEA Newsletter

**Presenter:** Charlene

**Discussion:**

Staff discussed the OIEA Newsletter and made the following suggestions.

1. A link to *Closing the Gaps Update* report will be added to the March Newsletter.
2. ICS reminder.
3. The Budget Planning Book will be posted after spring break.

4. National Community College Benchmark Project Dashboard will be available after spring break.
5. The survey guidelines have been updated.

**Decisions/Actions:**

The next Newsletter will be in April.

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**Agenda Item 3:** Projects Calendar

**Presenter:** Soon

**Discussion:**

The following projects need to be entered into the Projects Calendar.

1. The National Community College Benchmark Project is open for data collection.
  - A. Charlene needs to request the budget information from Neil
  - B. OIEA staff will need to make sure that the data compared to last year makes sense.
2. IPEDS Spring Collection
3. CCSSE will start going out after March 23. Packets need to be stuffed and bundled with ACC letter.
  - Rich, Roslyn and Ziv will meet regarding communication.
  - Rich will go through each packet.
  - The survey must go out no later than March 30.
4. Program Review schedule draft. Deans and Faculty Senate need to review.
5. CBM116 needs to be added on the projects calendar for March 23<sup>rd</sup>.
6. The reminder sent to ACC employees and staff to complete the 2007 ICS web survey needs to be moved from March 26<sup>th</sup> to March 19<sup>th</sup>.

**Follow Up Items and Responsible person:**

1. Request the NCCBP budget data from Neil. Charlene
2. IPEDS Spring Collection Charlene
3. CCSSE Rich
4. Deans and Faculty Senate review the draft Program Review schedule. Roslyn

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**Agenda Item 4:** Update on Room Changes

**Presenter:** Soon

**Discussion:**

OIEA no longer has the use of 603.10. When the Coordinator of Research and Analysis position is filled he/she will use 603.3 as their office.

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**Agenda Item 5:** Update on Recruitment

**Presenter:** Soon

**Discussion:**

1. There are three interviews for March 22 and March 23 for the Coordinator position.
  2. We have not received any new applications for the Data Warehouse Administrator Position. Interviews will be scheduled at the end of April.
  3. Interviews for the AVP of IT will be at the end of March.
  4. There have been no applicants for the College Connection hourly position.
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**Agenda Item 3:** IPEDS Spring Collection

**Presenter:** Soon

**Discussion:**

Charlene needs to send requests for data for the Spring Collection...

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**Agenda Item 3:** High Demand

**Presenter:** Ziv

**Discussion:**

Issues with the High Demand files were discussed. Andrew is checking to see what is going on with the files. He is not sure if the programming is in place with the new Web processes.

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**Agenda Item 3:** CB Reports

**Presenter:** Connie

**Discussion:**

- Connie said that there are grades missing for Fall 2006 CBM006.
  - The Spring reports have not been certified.
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**The meeting was adjourned.**

**Next meeting: March 22, 2007**