

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: March 9, 2006

Time: 10:00

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Charlene, Roslyn, Nancy, Alice, Jim, Connie, Annette, and Carol.

Minutes

Agenda Item: Review of Minutes

Presenter: Soon

Discussion:

The staff reviewed the March 2 meeting minutes.

Decision/Actions:

1. Alice will schedule a meeting concerning data with, Soon, Connie, Annette and Ziv.

Follow-Up items:

Person responsible:

Agenda Item: CCSSE

Presenter: Soon

Discussion:

Staff discussed the CCSSE.

Decision/Actions:

The OIEA office will conduct the CCSSE survey including the faculty component in Spring 2007. Roslyn will check to see if there is an additional fee to include the faculty portion of the survey.

Follow-Up items:

Person responsible:

Agenda Item: Cards/Cakes

Presenter: Soon

Discussion:

The group discussed the way OIEA handles purchasing cards and cakes for birthdays.

Decision/Actions:

It was decided to keep the current system except we will no longer buy a group card.

Follow-Up items:

Person responsible:

Agenda Item: Announcements

Presenter: Soon

Discussion:

- ACC and Sam Houston will sign a joint admissions agreement on March 10.
- The budget is scheduled to go online March 20.
- Soon gave a presentation on "Closing the Gaps" on March 7, at Friends of Round Rock Higher Education luncheon.

Decision/Actions:

Follow-Up items:

Person responsible:

Agenda Item: Staff Updates

Presenter: All

Discussion:

Charlene

1. Worked on Upward Evaluation.
2. Worked on Chronical Guidance
3. Worked on Fact Book edits and changes.

4. Worked with Leslie and Deda on finance.

Connie

1. Worked on College Connections
2. Worked on TPEG.
3. Installed computer software.
4. Helped Deda with IPEDS.

Carol

1. Updated Web.
2. Put up new logo.
3. Changed her schedule beginning March 20 will be in four mornings a week with Friday off.

Annette

1. Met with Bobetta on Upward Evaluation
2. Worked on maps for Fact Book.
3. Worked on survey.
4. Attended Web Committee Meeting.
5. Computer issues are taking up a lot of time.
6. Nancy will get with Annette about the graduate

Roslyn

1. Worked on the substantive change prospectus. The college mission statement needs to be revisited and be printed consistent throughout the college.

Jim

1. Worked on Indicator Project issues .
2. Worked on ISD issues.
3. Worked on other minor items.

Nancy

1. Worked on IPR stipend process.
2. Worked on the graduate follow up survey.
3. Worked on ICS.

Alice

1. Worked on administrative task.
2. Worked on OIEA minutes.
3. Worked on budget report.

Follow-Up items:	None	Person responsible:	Deadline:
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Other Information

Next Meeting Date: March 23, 2006 **Time:** 10:00 **Location:** 603.0

