

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: March 22, 2007

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item A: Review of Minutes

Presenter: All

Discussion:

The minutes for March 8, 2007 will be reviewed at the next staff meeting.

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:

Follow Up Items and Responsible person:

1. Schedule an Assessment Test Score Issues Meeting. Alice
2. Request the NCCBP budget data from Neil. Charlene
3. IPEDS Spring Collection Charlene
4. CCSSE Rich
5. Deans and Faculty Senate review the draft Program Review schedule. Roslyn

Agenda Item C: OIEA Newsletter

Presenter: Charlene

Discussion:

Staff discussed the OIEA Newsletter and made the following suggestions.

1. A link to the Final Registration Report.
2. The Budget Planning Book and the DFW Report will be ready for the newsletter.
3. An item to encourage faculty to participate in CCSSE.

Decisions/Actions:

The next Newsletter will be in April.

Agenda Item D: Education Summit**Presenter: Roslyn****Discussion:**

The issue for the Summit is the required report due to THECB in 2008 that demonstrates we have been assessing core curriculum and the SACS regular assessment needs...

- Mariano Diaz-Miranda and Al Purcell are leading discussions on “What does an educated person know.” They are gathering input from faculty on how to assess General Ed outcomes.
- Donetta will have a four to six hour retreat for all department heads on May 14. At the meeting Ron Johns will talk about all the reporting requirements in an effort to produce one report for external reporting. We will also discuss the quality enhancement plan for SACS.

Question: Soon asked if the goal is to come up with a description of what a student would look like or know after completing General Ed.

Answer: Roslyn said that this would provide the framework from which outcomes would be described as targets.

Agenda Item E: ICS 2007 Responses**Presenter: Rich****Discussion:**

Rich reported that there have been 762 responses so far to the 2007 ICS Survey. He thinks the final response rate will be over 30%.

Decisions/Actions:

Soon does not want to extend the deadline for people to complete the deadline.

Agenda Item F: CCSSE Update**Presenter: Rich****Discussion:**

Staff discussed the steps for completing the CCSSE Survey.

Decisions/Actions:

- Rich will send an email to deans with a spreadsheet of their classes.
- Rich will ask permission from Deans to send a memo about the survey to their faculty to be from the Deans.
- Packets will be sent to faculty early next week.
- Rich will send reminders to faculty about the survey in a month, and then send reminder every couple of weeks only to those that have not completed the survey.
- The deadline is May 24.

Agenda Item G: Fact Book**Presenter: Charlene****Discussion:**

- Charlene asked if the tabs and headers referring to 12th class day can be removed from the tabs and headers on Campus Demographics, Student Demographic and Enrollment by Area sections.
- Charlene asked if the value/mission statement has been reviewed for possible revisions.
- Charlene is having page numbering issues in the Enrollment by Area section.

Decisions/Actions:

- The 12th class day will be removed from the tabs and headers on Campus Demographics, Student Demographic and Enrollment by Area reports.
 - Charlene should anticipate some last minute revisions from the Board.
 - Charlene will work with duplication to leave blank pages to correct the page numbering issues.
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Agenda Item H: Recruitment Update**Presenter: Soon****Discussion:**

- Two interviews are scheduled for the Coordinator of Research and Analysis position.
- We are waiting on packets from Human Resources for the Data Warehouse Administrator position. Alice will check with Human Resources concerning the packets.
- Val will help with College Connection work. She will need Datatel access. Connie will obtain Datatel access for Val.

Follow Up Items and Responsible person:

- Obtaining Datatel access for Val. Connie
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Agenda Item I: NCCBP**Presenter: Connie****Discussion:**

- The NCCBP conference will be July 31 – August 2 at the Hyatt Regency in Austin.
- OIEA staff will man the registration desk.
- Provide ACC equipment to conference.

Decisions/Actions:

- Enter the conference on OIEA projects calendar.
- Soon will talk to the President about the use of ACC equipment at the conference.
- Soon would like for Charlene to attend the conference.

- Roslyn requested that staff compare previous year's numbers before we submit the report.

Agenda Item J: Announcements

Presenter: Soon

Discussion:

- Alice will schedule a meeting to discuss the Kansas Study.
- Soon said she will meet with someone from E3 Alliance regarding graduate data.
 - Alice will schedule a meeting on Graduate follow-up.
- The ICS Office reports are ready to post and the Campus-wide will be ready to post tomorrow.
- SAS training will be March 29 and March 30.

The meeting was adjourned.

Next meeting: March 22, 2007