

ACC Meeting Name: D R A F T
Office of Institutional Effectiveness and Accountability

Date: March 27, 2008 **Time:** 9:30
Chair: Soon Merz **Location:** HBC 224.0
Attendees:
Soon, Rich, Alice, Ziv, Swapna, Lina, Charlene, Connie, Roslyn.

Minutes

Agenda Item 1: Review of Minutes **Presenter:** All

Discussion:

The minutes for March 6, 2008 were not reviewed.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 2: Instant Messenger **Presenter:** Connie

Discussion:

1. Staff discussed which messenger the office will use for IMs.

Decisions/Actions:

1. MSN will be used or work email for those without MSN.

Follow Up Items and Responsible person:

1. Connie will email staff instructions.
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Agenda Item 3: OIEA Remodeling **Presenter:** Soon

Discussion:

1. The carpet should be installed this week.
2. Soon will be talking to Marcia about air conditioning vent issues.
3. The city code inspection might be done next week.
4. Office furniture might be delivered next week.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 4: New Employee Update **Presenter:** Soon

Discussion:

1. Soon has modified the Coordinator of Research Initiatives position job description and posted the position.

Decisions/Actions:

1. Interviews will start soon.

Follow Up Items and Responsible person:

Agenda Item 5: Announcements

Presenter: Soon

Discussion:

1. The ICS survey deadline is April 2nd.
2. To get current students' perceptions of ACC services, the Noel Levitz survey will run March 31st through April 19th
3. SENSE, Noel Levitz and CCSSE surveys will be run every three years.

Decisions/Actions:

1. Rich will send an email on April 2nd extending the deadline to April 7th.
2. Rich will send Charlene a reminder to add to the OIEA Newsletter.
3. Connie will send Soon a revised current student list.

Follow Up Items and Responsible person:

The meeting was adjourned at 11:30.

Next meeting: April 10, 2008
