

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: May 8, 2008

Time: 9:30

Chair: Soon Merz

Location: HBC 217.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

The minutes for April 10, 2008 were reviewed.

Decisions/Actions:

The minutes for April 10th, were approved with changes.

1. Agenda Item 2, **Announcements, Discussion:** Item 1. Delete the bullet item.
2. Agenda Item 2, **Announcements, Discussion:** Item 4. Change to read "Soon talked about Donetta's request for students first time transfer data to match with the correct college or university".

Follow Up Items and Responsible person:

Agenda Item 2: Announcements

Presenter: Soon

Discussion:

1. The projects calendar information needs to migrate to the calcium calendar
2. Staff should give \$30 to the birthday party fund.
3. Staff discussed future office celebrations.

Decisions/Actions:

Follow Up Items and Responsible person:

1. Alice will move the projects calendar information to the calcium calendar.
2. Alice will collect party funds by May 30th and keep records of expenditures.
3. Staff will give Toni a shower in June or July.
4. Rich's birthday lunch will be May 30th and Anna's birthday lunch will be June 4th.
5. Alice will plan a pot luck lunch to celebrate Toni's birthday in May.

Agenda Item 3: OIEA Staff Presentations

Presenter: Soon

Discussion:

1. Staff discussed plans made in our February special planning meeting to provide a project presentation with a brief overview of the project. This presentation will include the following information.
 - a. What is done.
 - b. How it is done.
 - c. Sample.
 - d. How it is used.

Decisions/Actions:

Follow Up Items and Responsible person:

1. The NCCBP project will be presented at our next projects meeting.
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Agenda Item 4: ACC Snapshot

Presenter: Roslyn

Discussion:

1. Roslyn and Anna are working on the ACC Snapshot for Dr. Kinslow.
2. OIEA office will be updating this report annually.

Decisions/Actions:

1. Roslyn will develop a process to update the report with the most current data.

Follow Up Items and Responsible person:

Agenda Item 5: Remodeling

Presenter: Soon

Discussion:

1. We may put a work station in the workroom.

Decisions/Actions:

1. The fax machine needs to be moved to 603.1.

Follow Up Items and Responsible person:

1. Alice will arrange to have the fax machine relocated to 603.1.

Agenda Item 6: Noel Levitz Survey

Presenter: Rich

Discussion:

Rich said that the Noel Levitz survey is complete. There is a 20% response rate. The reports are on the S drive.

Decisions/Actions:

Follow Up Items and Responsible person:

Ziv, Rich and Anna will prepare a presentation on the survey as soon as possible.

The meeting was adjourned at 11:30.

Next meeting: June 12, 2008
