

ACC Meeting Name: **DRAFT**
Office of Institutional Effectiveness and Accountability

Date: May 24, 2007

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

The minutes for April 12, 2007 were reviewed.

The follow-up items were discussed:

1. Charlene will request the NCCBP budget data from Neil.
2. Charlene is completing the IPEDS Spring Collection.
3. Rich is monitoring administration of the CCSSE survey.
4. Rich will work with Alice to schedule quality improvement meetings.

Decisions/Actions:

1. The April 12, 2007 minutes were approved with changes.
 - a. Agenda Item 1, **Review of Minutes, Follow Up Items, 3:** Change to "Administration of the CCSSE survey".
 - b. Agenda Item 5, **ICS, Follow Up Items, 1:** Correct spelling of "Collegewide".
2. The follow-up items were discussed:
 - a. All action items are still in progress.
 - b. Connie will obtain Datatel access for Val.

Follow Up Items and Responsible person:

- | | |
|---------------------------------------------|----------|
| 1. NCCBP budget data from Neil | Charlene |
| 2. IPEDS Spring Collection. | Charlene |
| 3. CCSSE administration and survey results. | Rich |
| 4. Schedule ICS improvement meetings. | Rich |

Agenda Item 2: OIEA Projects Calendar

Presenter: All

Discussion:

The following items need to be added or changed on the Projects Calendar.

1. Connie will delete the State Auditors item.
2. Roslyn will schedule a new deadline for NCCBP dashboard.

3. Change the Department Chair Summit to June 29.

Decisions/Actions:

Soon asked staff to remember to put their initials before an entry to the Projects Calendar.

Agenda Item 3: IPEDS Update

Presenter: Soon

Discussion:

The IPEDS changes will be discussed in a separate meeting.

Agenda Item 4: Hiring Update

Presenter: Soon

Discussion:

1. Soon said that Human Resources have made a job offer to the international candidate for the Coordinator of Research and Analysis position.
 2. Four applicants have been identified to interview for the Data Warehouse Administrator position.
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Agenda Item 5: Zip Codes and Reporting

Presenter: Connie

Discussion:

Soon asked Alice to schedule a meeting in June to develop zip code standards.

Follow Up Items and Responsible person:

1. Schedule a Zip Code Meeting in June. Alice
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Agenda Item 6: Web Pages for “Institutional Effectiveness”
And “Collegewide Assessment”

Presenter: Roslyn

Discussion:

1. Roslyn said that Donetta Goodall and Ron Johns want a link online for “Assessing Core Curriculum.”
2. Roslyn has determined that the “Institutional Effectiveness” and “Assessment” web pages need to be restructured.

Decisions/Actions:

1. Roslyn will make a proposal for reorganizing these web pages.

Follow Up Items and Responsible person:

1. Proposal for reorganizing web pages. Roslyn
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Agenda Item 7: NCCBP Questions

Presenter: Roslyn

Discussion:

A request was made to Roslyn concerning the data source of the three year reports to NCCBP.

Decisions/Actions:

Soon said that we should be using the annual data profile numbers.

Agenda Item 8: 2007 Travel Requests

Presenter: Soon

Discussion:

Soon told staff that it is time to request travel for FY 2007.

Decisions/Actions:

Staff should fill out the "Request for Travel" form and submit to Soon by June 8.

Follow Up Items and Responsible person:

1. Submit travel forms to Soon. All
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Agenda Item 9: Summer Flex Schedule

Presenter: Soon

Discussion:

Soon told staff that she is piloting a choice of a flex schedule June 1 through July 31.

1. Staff may work four 10-hour days plus a one hour lunch break.
2. Staff may work four days at their regular schedule at the office and telecommute the fifth day.
3. Positions must be covered. Connie and Ziv cannot take the same day off, and Roslyn and Rich cannot take the same day off.

Decisions/Actions:

Staff should notify Soon by email if they want to choose a flex schedule.

Agenda Item 10: Office Celebrations

Presenter: Soon

Discussion:

Soon discussed the importance of making expenses for "Office Celebrations" fair and equitable.

Decisions/Actions:

1. Soon said that staff should contribute \$3.00 per month or \$35.00 annually to cover the expenses for "Office Celebrations" throughout the year.
2. Contributions can be given to Alice. Alice will keep documentation on this fund, and look into opening a bank account after the funds are collected.

Agenda Item 11: Announcements

Presenter: All

Discussion:

1. Soon will respond to a data request for application information.
2. Soon would like staff to share any ideas for “gimmee items” for the NCCBP conference.
3. The ICS survey will be discussed at the next staff meeting.

The meeting was adjourned at 11:30.

Next meeting: June 28, 2007