

ACC Meeting Name: Staff Meeting

Office of Institutional Effectiveness and Accountability

Date: June 11, 2009

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Ziv, Lina, Anna, Connie, Charlene, Judith, Rich

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

1. Rich and Connie to move their meeting notes, taken after Alice left, to S files/admin/
2. Charlene to post minutes on website

Agenda Item 2: New Business

Presenter: Rich

1. Rich reminded us that we need to post staff notes on the website. Soon asked Charlene to add quick links from the OIEA home page to SAS Reports, to Grade Distribution and to High Demand

Agenda Item 3: Updates on projects

Presenter: All

a. **SACS:** Soon reported on status of the SACS position being approved. The request is past PLT level and at the Board. Matt is finishing the spreadsheet which documents the percent of the core curriculum and the program major courses that can be taken at all ACC centers and other locations.

b. **Race/Ethnicity changes:** Connie reported the new Race/Ethnicity changes are on track and will be implemented on schedule. Aug. 1st go live with new applications.

c. **Data Warehouse:** Transfer data and TSI data are populated in SQL server.

Soon has talked with our SAS account rep. who is working on SAS/ACCESS license for our server.

Lina in process of upgrading SAS 9.1.3 to SAS 9.2

Lina informed us that Swapna is at SAS training this week.

ODS meeting is scheduled on 6/19. Andrew's team encountered some issues with creating tables. Connie suggested we could tell Andrew's team to work with Datatel folk.

Agenda Item 4: IPC Data Notebook

Presenter: Lina

Soon told us that we would use our project/staff meetings for IPC Data Notebook discussion.

Agenda Item 5: OIEA Projects Calendar

Presenter: Soon

Reviewed projects calendars.

Agenda Item 6: OIEA Newsletter

Presenter: Charlene

Newsletter going out Friday and Charlene won't be here. She needs items today: (bio from Judith, Transportation Survey information from Rich)

Agenda Item 7: Announcements

Presenter: Soon

1. We are getting new furniture for our workroom contingent on its arrival prior to 8/31
2. Interview's for Mike's position will probably be in July

Follow Up Items and Responsible person:

1. Rich and Connie to move their meeting notes, taken after Alice left, to S files/admin/
2. Charlene to post minutes on website; add quick links to 3 reports
3. Judith to print projects calendar for future staff meetings to facilitate review
4. Judith to add IPC to list of Project Updates for next staff meeting
5. Soon to write a description for the SACS position
6. Judith to make arrangements for interview room

The meeting was adjourned at 11:30

Next meeting: June 25th
