

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** June 12, 2008

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 217.0

**Attendees:**

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

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

The minutes for May 8, 2008 were reviewed.

**Decisions/Actions:**

The minutes for May 8th, were approved with changes.

1. Agenda Item 3, **OIEA Planning:** Change heading to read: Agenda Item 3:  
**OIEA Staff Presentations.**

**Follow Up Items and Responsible person:**

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**Agenda Item 2:** ACC Snapshot

**Presenter:** Roslyn

**Discussion:**

1. Roslyn shared a draft of the completed ACC Snapshot.
2. Roslyn said that for next year's Snapshot, she will need grad data from Ziv's Maryland model for methodology.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

1. Ziv will proof the finished report.
2. Ziv will calculate grad rates using the Maryland model.

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**Agenda Item 3:** SACS 5<sup>th</sup> Year Interim Report

**Presenter:** Soon

**Discussion:**

Soon asked staff the status of reports.

1. Roslyn has two responses to write. The deadline is June 16<sup>th</sup>.
2. Rich has completed half of his responses and must have reports completed by June 20<sup>th</sup>.
3. Rich is to give Soon the program grid so she can do that part.
4. Document to be finalized by July 31<sup>st</sup>.

5. Faculty credentials are still an issue. Soon, Roslyn, Anna and Toni will review faculty files.
6. Faculty roster still has issues.

**Decisions/Actions:**

1. IPC and AEC meetings will be cancelled for June and July.

**Follow Up Items and Responsible person:**

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**Agenda Item 4: OIEA Computers**

**Presenter: Soon**

**Discussion:**

1. There are two computers in Rich's office.
2. There are two computers behind Soon's door.

**Decisions/Actions:**

1. Move Jim's old computer to the cubicle behind Charlene.
2. Move the other computer from Soon's office to 603.3.
3. Move to computer in Rich's office to the 4<sup>th</sup> cubicle in 603.10...

**Follow Up Items and Responsible person:**

1. Alice will order another monitor for Charlene, if the old one is out of warranty.
2. Alice will prepare an inventory of computers showing when the computers were purchased and when they are scheduled to be replaced.
3. Alice will get a quote for upgrading everyone to MS Office 2007.

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**Agenda Item 5: Announcements**

**Presenter: Soon**

**Discussion:**

1. The Master Plan will be presented to the Board on June 16<sup>th</sup>.
2. The Developmental Ed. report will be presented to the Board on June 16<sup>th</sup>.
3. New Board member orientation was on June 9<sup>th</sup>.
4. Budget approval will be on July 7<sup>th</sup>.
  - a. Associations requested a 6% salary increase.
  - b. Administration recommends a 4% increase.
  - c. Round Rock campus, phase I plans to open Fall 2010.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

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**Agenda Item 6: New Employee Updates**

**Presenter: Rich**

**Discussion:**

1. Two interviews are scheduled June 23<sup>rd</sup> for the Institutional Planning and Assessment Coordinator position.
2. Soon wants resumes for prospective hourly positions.
3. Jim is going to help with maps and help Charlene learn GIS.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

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**Agenda Item 7:** Projects Calendar

**Presenter:** Rich

**Discussion:**

1. Fact Book due to Soon by June 30<sup>th</sup>.
2. THECB reports
  - a. 002 – Submitted with errors – not certified.
  - b. 006 – Submitted.
  - c. A & C – will be certified by June 13<sup>th</sup>.
3. NCCBP – Charlene needs to persistently request data still due from:
  - a. Neil Vickers
  - b. Sandy Gaskin
  - c. HR
  - d. Kathleen Christensen
4. Add the SACS report.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

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**Agenda Item 8:** Newsletter

**Presenter:** Charlene

**Discussion:**

Staff suggested items to be published in the newsletter

**Decisions/Actions:**

1. Add Rich's job change
2. Add SACS visit in August.

**Follow Up Items and Responsible person:**

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**The meeting was adjourned at 11:30.**

**Next meeting: June 26, 2008**

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