

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: June 28, 2007

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Connie, Rich, Ziv, Alice, Jim, Charlene and Roslyn.

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

The minutes for May 24, 2007 were reviewed.

The follow-up items were discussed:

1. One FY 08 travel request form has been submitted to Soon.

Decisions/Actions:

1. The May 24, 2007 minutes were approved with changes.
 - a. Agenda Item 4, **Hiring Update, Discussion Number 1:** Change to "...Human Resources has...".
 - b. Agenda Item 5, **Zip Code Reporting, Discussion:** Change to "Staff discussed the issues of consistencies in zip code reporting and the need to identify a standard."
 - c. Agenda Item 6, **Web Pages for "Institutional Effectiveness" and "Collegewide Assessment", Decisions/Action:** Delete.
 - d. Agenda Item 6, **Web Pages for "Institutional Effectiveness" and "Collegewide Assessment", Follow Up Items:** Change to "Add a link to Core Curriculum."
 - e. Agenda Item 11, **Announcements, Discussion, #1:** Change to "Soon will respond to Von Wright's data request..."

Follow Up Items and Responsible person:

1. Staff members should submit their FY 2008 Travel Request forms to Soon.
The form should include the total cost of travel for each trip.

Agenda Item 2: OIEA Projects Calendar

Presenter: All

Decisions/Actions:

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

1. Roslyn will move the *Invitation to Faculty* item to July 9th.
2. Roslyn will move the *ULEAD Status Report* to July 17.
3. Charlene will verify the due date of the *Kansas Study*, and enter that date on the calendar.

Agenda Item 3: Blinn College Course Tracking Report **Presenter:** Soon

Discussion:

Roslyn distributed a Course Tracking Report from Blinn College. Staff reviewed the content of the report and discussed the possibility of producing similar reports through the OIEA office. Soon discussed the usability of the report across campuses and by department. Soon asked everyone to start thinking about how we can broaden the use of reports so that they can serve departments better in the future.

Decisions/Actions:

Ziv says that he will run the data while Roslyn contacts department chairs.

Follow Up Items and Responsible person:

Roslyn will report results of the discussion with the department chairs at the next staff meeting.

Agenda Item 4: NCCBP and Kansas Study **Presenter:** Charlene

Discussion:

1. Neil is the only person that has not provided requested data for the Kansas Study report.

Decisions/Actions:

1. Charlene will check with Phyllis to find out if someone else can give OIEA the data for this report.

Follow Up Items and Responsible person:

1. Charlene will provide an update on the status of the NCCBP data confirmation report at the next Staff Meeting.
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Agenda Item 5: ICS Update **Presenter:** Rich

Discussion:

1. Soon said that the target date for Rich to submit the full ICS Report to Soon is July 16, 2007.
 2. The target date to hold the Improvement Plan Meeting is August 5th.
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Agenda Item 6: IPEDS Update **Presenter:** Soon

Discussion:

Proposed changes to IPEDS:

- Institutional identification

- Collect website addresses for admissions and financial aid offices, instead of telephone numbers.
- Part C, Admissions Requirements and Services
 - Add question: Does your institution have an online application? If yes, provide URL. Link will be added to COOL website.
 - Eliminate option to choose admissions reporting year; admissions information reported for current academic year only.
- Enrollment – Parts E and F
 - Remove the 12-month unduplicated count and instructional activity from the Enrollment component collected in winter and spring, and create new component to collect these data in the fall.
 - No changes to data collected, only to collection in which they appear.
 - If approved, will be mandatory in 2007-08.
- Enrollment – Part G, Retention Rates
 - Rather than collect only the rates for full-time and part-time students, collect the numerator and denominator and have the system calculate the rates.
 - If approved, will be mandatory in 2007-08.
- XML upload option will be available.
- Post Secondary Education Standards Council
 - Working on establishment and adoption of data exchange standards in education.
- First-professional Degree Classification
 - Eliminate First-professional degree category
 - Report in appropriate degree level category:
 - Master's degrees
 - Doctor's degrees – research/scholarship
 - Doctor's degrees – professional practice
 - Doctor's degrees – other
- Race/Ethnicity
 - Will not be collecting new categories of race/ethnicity this year.
- Peer Analysis System and Data Analysis System
 - Soon will show staff the new version of these tools.
 - The DAS has added IPEDS data for your use.
- ExPT
 - Possible enhancements to ExPT.
 - Enrollment – detail by level
 - Transfers-in (2008)
 - Admissions – yield rate, SAT/ACT
 - Personnel services by function (salaries, benefits) as percent of total operating expenses
 - Core revenues and expenses figures by both percentage distribution by source and by per FTE enrollment
 - Endowment per FTE
- 2007 Custom Comparison Group Upload
 - Open through July 1

- ACC's report has been submitted.

Agenda Item 7: Hiring Update

Presenter: Soon

Discussion:

1. Swapna's starting date is delayed due to paperwork.
2. Interviews for the Data Warehouse Administrator position are complete. HR will offer the committee's choice the position. The new hire will be available to work within a month if she accepts the position
3. If OIEA still has the College Connection Reports Specialist position we may need to put the two data warehouse people in 603.5

Agenda Item 8: Zip Codes and Reporting

Presenter: Jim

Discussion:

Staff discussed options to standardize zip code reporting.

Decisions/Actions:

Jim will contact CCBenefits to find out if they can provide zip code data for ISDs, county and ACC tax district and the cost for this information.

Follow Up Items and Responsible person:

1. Zip code information from CCBenefits. Jim

Agenda Item 9: 2008 Travel Requests

Presenter: Soon

Discussion:

Soon told staff members that she has received only one travel request for FY 2008.

Decisions/Actions:

Staff members should fill out the "Request for Travel" form and submit to Soon as soon as possible.

Follow Up Items and Responsible person:

1. Submit completed travel forms to Soon. All

The meeting was adjourned at 11:30.

Next meeting: July 12, 2007