

ACC Meeting Name: **D R A F T**  
Office of Institutional Effectiveness and Accountability

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**Date:** October 27, 2005

**Time:** 10:00

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

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

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**Minutes**

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**Agenda Item:** Time Tracking Sheet

**Presenter:** Soon

**Discussion:**

The staff discussed the time tracking process.

**Decision/Actions:**

1. The Staff will email Soon their time tracking sheet for the Monday - Sunday of the prior week on Thursday morning.
2. OIEA staff will enter Administrative Activities for phone calls, responding to emails, filling out forms, meetings and research.

**Follow-Up items:**

None

**Person responsible:**

**Deadline:**

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**Agenda Item:** Sasaki

**Presenter:** Soon

**Discussion:**

A consulting group, Sasaki, has been hired to facilitate the Regional Facilities Master Plan. The kick-off visit to ACC will be October 27 and 28.

**Decision/Actions:**

**Follow-Up items:**

None

**Person responsible:**

**Deadline:**

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**Agenda Item:** Vacant Position

**Presenter:** Soon

**Discussion:**

Human Resources will post the position internally November 7 – November 11.

**Decision/Actions:**

Alice will confirm the internal hiring process and fill out paperwork for posting the position. Soon will complete the hiring process for the Analysis Coordinator position as soon as possible.

**Follow-Up items:**

None

**Person responsible:** Alice

**Deadline:** 10/31/05

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**Agenda Item:** SAS

**Presenter:** Soon

**Discussion:**

Soon discussed the installation problems OIEA is having with SAS.

**Decision/Actions:**

1. [Minda Markle](#), the SAS representative said that SAS IT Support will be available to assist via phone with installation problems associated with the SAS software.
2. SAS staff will return to ACC to facilitate with the installation of the software if needed.

Follow-Up items:	None	Person responsible:	Deadline:
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**Agenda Item:** Staff Updates **Presenter:** All

**Discussion:**

Jim:

1. Worked on address verification.
2. Worked on Substantive Change document.
3. Worked on Closing the Gaps report. This report will be complete in late November.
4. Worked on OOD study.
5. Worked on South Austin Campus items.
6. Worked on the Indicator Projects.
7. Worked on getting familiar with new computer.

Charlene:

1. Corrected VISCOM survey corrections.
2. Completed Cupa Survey.
3. Worked on the College Board Survey.
4. Worked on the HR part of IPEDS.
5. Worked on APTE Survey.

Annette:

1. Updated South Austin Campus meeting and minutes.
2. Install GIS software.
3. Posted Preliminary Enrollment Report.
4. Changed College-wide Assessment page.
5. Provided IPC meeting site.
6. Worked on CCSSE.
7. Updated IPR web.

Connie:

1. Worked on College Connections.
2. Worked on state reports.

Ziv:

1. Worked with Mary Hensley on DR for the Board Meeting.
2. Worked on space utilization.
3. Worked on Sasaki request for data.
4. Completed work on High Demand Report
5. Worked on Cupa Survey.
6. Work on data requests for Nursing.
7. Work on data requests for John Thompson.
8. Work on out of district data.

Soon recommended that if Ziv was overwhelmed with data request that he send the request to Soon.

Roslyn:

1. Worked on the ULEAD database.
2. Worked on the Faculty Handbook.
3. Completed the IPC meeting documents for the SACS Overview of Accreditation presentation.
4. Reviewed the IPC Meeting Minutes.
5. Worked on VCT.
6. Worked with Kathleen on Master Planning.
7. Worked on the Student Access Measures
8. Worked with Annette to prepare the CCSSE data to be posted online.

A suggestion was made to include student learning information along with requested data to the requestor. Soon suggested:

1. OIEA staff educate staff by showing them a different way to present data that shifts the way they think.
2. OIEA staff should become familiar with what others are doing to meet accountability requirements.

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#### Other Information

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**Next Meeting Date:** November 17, 2005

**Time:** 10:00

**Location:** 603.0

**Special Notes:**

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