

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

---

**Date:** November 13, 2008 **Time:** 9:30  
**Chair:** Soon Merz **Location:** HBC 603.0  
**Attendees:**  
Soon, Alice, Anna, Lina, Mike, Charlene, Rich, Roslyn, Swapna, Ziv.

---

**Minutes**

---

**Agenda Item 1:** Review of Minutes **Presenter:** All

**Discussion:**

1. The minutes for October 23, 2008 were reviewed.

**Decisions/Actions:**

1. The minutes for October 23rd, were approved with changes.
  - a. Agenda Item 2, **Staff Updates and Discussion, Discussion:** Item 2, a. delete "...using SPSS".
  - b. Agenda Item 2, **Staff Updates and Discussion, Decisions/Actions:** Item 4, b. Change to read "...may go to GIS".

**Follow Up Items and Responsible person:**

1. Alice will make changes to the minutes.

---

**Agenda Item 2:** Staff Updates and Discussion **Presenter:** Soon

**Discussion:**

1. Staff discussed additions to the November newsletter
2. Staff talked about the Fact Book Preview. Charlene is waiting on College Connection data to complete the preview.
3. Soon asked if the degrees and awards report can be revised for the Fact Book.
4. Roslyn has completed the review of the applications for the hourly Technical Office Assistant/Clerk position. Soon will review the applications this week.
5. Suggestions were made for the OIEA website Quick Links.
6. The Project calendar items were discussed.

**Decisions/Actions:**

1. Newsletter comments are the following:
  - a. Roslyn and Alice will provide Charlene pdf files of the agenda and handouts from the IPC Retreat for posting to the OIEA website.
  - b. Soon reminded Charlene that the NCCBP report must be posted inside the fire wall.
  - c. Add blurb that SENSE survey results are expected in the Spring semester.
  - d. Add blurb about the Transportation survey.

2. Soon said the Fact Book Preview needs to be completed by November 30<sup>th</sup>.
  - a. Soon said that Anna will start working with Connie on the College Connection reports to learn how to run the reports when Connie is out.
3. Ziv suggested that we include the revised degrees and awards report in the full Fact Book. Anna will start looking at a tabular format for the report for the full Fact Book.
4. Roslyn chose four possible applicants for the hourly position in OIEA. Alice will schedule interviews after Soon has reviewed the applications.
5. The following are suggestions/comments about the OIEA Quick Links.
  - a. Review and prioritize the Quick Links menu.
  - b. Add a free Google hidden counter.
  - c. Soon said that we could possibly hire a part time web person.
  - d. Roslyn suggested that we add the SAS grade distribution link.
6. The following changes will be made to the Project calendar.
  - a. Add Fact Book Preview to December 1<sup>st</sup>.
  - b. Remove OIEA Staff meeting on December 25<sup>th</sup>.

**Follow Up Items and Responsible person:**

1. Charlene will make changes to the newsletter.
2. Charlene will complete the Fact Book preview by November 30<sup>th</sup>.
  - a. Anna will work with Connie on running College Connection reports.
3. Anna will look at formatting for the degrees and awards report.
4. Alice will schedule interviews for the hourly position.
5. Alice will schedule a meeting with staff to discuss web redesign.
6. Alice and Charlene will make changes to the Project calendar.

---

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

**Next meeting: December 11, 2008**

---