

ACC Meeting Name: Staff Meeting

Office of Institutional Effectiveness and Accountability

Date: December 10, 2009

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees: Ziv, Lina, Connie, Charlene, Anna, Judith, Rich

Minutes

Agenda Item 1: Old Business

Presenter: Soon

- A. **Review of Minutes:** Minutes from last meeting (10/08) were approved.
 - B. **Review of Follow-Up Items:** Items were reviewed and discussed.
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Agenda Item 2: New Business

Presenter: Rich, Judith

- A. Faculty coach data requests: (Rich) We need to discuss how to handle all the requests coming in and how to prioritize. There are a lot of requests with short deadlines.
 - B. Additional data elements for departmental Snapshots: (Rich) Rich has been getting a lot of questions about this but Ziv said it won't be ready until sometime after we return from the break.
 - C. New employee personnel manual: (Judith) Soon wants a departmental manual for the new employees coming on board so they will have an understanding of how our department works. Connie noted that Roslyn used one years ago and she thought it was on the S drive, under New Employee Orientation. Connie stressed we need to include FERPA information in the packet and suggested giving them something electronically with helpful links (ACC directory, datatel training, employee handbook, organizational reference).
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Agenda Item 3: Updates on projects

Presenter: All

- A. **SACS:** No update.
 - B. **Data Warehouse:** Lina has been running the daily High Demand Report. She also got the SAS Software license updated on the server.
 - C. **Student Success Initiative:** Rich will talk to Soon about being invited to the Faculty Coach meetings. Connie suggested getting a copy of the minutes so he will know what is going on.
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Agenda Item 4: OIEA Projects Calendar

Presenter: All

Projects calendar reviewed and updated.

Agenda Item 5: OIEA Newsletter

Presenter: Charlene

No update.

Follow Up Items and Responsible person:

1. Soon will send the notice of substantive change for the Round Rock Campus.

Long term follow-up:

1. Soon and Rich will review the Power point from the retreat to determine if it needs to be posted on the website.

The meeting was adjourned at 9:56 a.m.

Next meeting: January 14, 2010