# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

 Date:
 June 29, 2006
 Time:
 9:30

 Chair:
 Soon Merz
 Location:
 HBC 603.0

**Attendees:** 

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

#### Minutes

Agenda Item: Review of Minutes Presenter: Soon

### **Discussion:**

Review of May 25 meeting minutes.

### **Decision/Actions:**

- The Minutes for May 25 were approved with changes.
- Make font uniform throughout the minutes and correct spelling in "Annette".
- The Agenda will be changed as follow:

Old Business

Review of Minutes Review Outstanding Items

**Follow-Up items:** 

**Person responsible:** 

Agenda Item: IPEDS Update Presenter: Soon

### **Discussion:**

The IPEDS website has a number of changes.

- Tools site changes.
- Analysis tools are changing.

### **Decision/Actions:**

Soon will give staff a presentation on the changes.

# Follow-Up items:

Person responsible:

• Staff presentation of IPEDS website changes

Soon

Agenda Item: Staff Evaluations Presenter: Soon

## Discussion:

Staff members discussed staff evaluations.

## **Decision/Actions:**

- Soon asked OIEA staff to complete a self-evaluation located on the HR web page under PEP.
- Soon asked everyone to think about future goals.

## Follow-Up items:

## **Person responsible:**

**Agenda Item:** Creation of New DR Database **Presenter:** Connie

## **Discussion:**

Connie gave a presentation of RFS system. A discussion by OIEA staff followed.

# **Decision/Actions:**

- Clone the existing RFS system that IT utilizes.
- **Follow-Up items:** Contact IT to establish **Person responsible:** Connie a timeframe for implementation.

**Agenda Item:** Q Drive **Presenter:** Jim

## **Discussion:**

Staff members discussed restructuring the Q drive.

## **Decision/Actions:**

- Roslyn to look at the New Staff Orientation item (Q:/Admin).
- Roslyn and Alice to look at OIE folder.
- Jim to look at Q:/Data Census\_US.
- Annette to look at Q:/Data/THECB\_Tracking.
- Charlene to look at Data/IPEDS.
- Jim to look at GIS\_Data folder.
- Roslyn will look at Q:/Projects/Effectiveness folder.
- Charlene to look at Q:/Projects/Kansas Study.
- Annette to look at Q:/SAS\_PGMS.
- Ziv to look at Q:/Vinger.
- All look at workspace folders.

Follow-Up items: Person responsible:

Alice will setup meeting to discuss DR Database folders.

Everyone was reminded to update the projects calendar.

All

Agenda Item: Staff Updates Presenter: Soon

**Discussion:** Postponed.

Other Information

Next Meeting Date: July 13, 2006 Time: 9:30 Location: 603.0