ACC Meeting Name:

Office of Institutional Effectiveness and Accountability

 Date:
 July 13, 2006
 Time:
 9:30

 Chair:
 Soon Merz
 Location:
 HBC 603.0

Attendees:

Soon, Rich, Connie, Charlene, Annette, Alice, and Roslyn.

Minu

Agenda Item: Old Business Presenter: Soon

Discussion:

- 1. Review of June 29 meeting minutes. There were a few changes that need to be made.
 - a. Under **Creation of DR Database** change: Jim gave a presentation... to Connie gave a presentation... and change the **Presenter** to Connie.
 - b. Under **Q Drive** change: **Presenter** to Jim.
 - c. Alice will include more information to items under **Discussion**.
 - d. Alice will post minutes or draft minutes within 5 business days of meetings.
- 2. Review of the Follow-Up Items.
 - a. Soon will schedule the IPEDS website changes presentation to staff.
 - b. No Timeline was obtained from IT for the RFS system that OIEA wants to clone for the DR database.
 - c. Soon reminded staff to complete OIEA Projects calendar updates. The deadline for completion of these updates is July 27.
 - d. There were questions about the Q:PROJECTS folder. Soon explain that folders placed in the Q:PROJECTS folder should be grouped by topic, just as the Q:\root drive is. There should not be a proliferation of folders in PROJECTS. Instead, the guiding principle is that if the project is done by OIEA (or should be done by OIEA) as a college-wide initiative, then it deserves a folder listing in PROJECTS. If the project is an ad hoc or other type of request from a specific individual, then that folder should go in the DataRequests folder.

Decision/Actions:

- 1. The Minutes for June 29 were approved with changes.
- 2. Follow-Up Items
 - a. Soon will schedule the IPEDs website changes presentation as soon as additional changes are complete.
 - b. Connie will call IT again.
 - c. The OIEA Projects calendar needs to be updated by everyone.

Follow-Up items:

Person responsible:

IPEDS website changes presentation to staff.
 RFS system.
 Q Drive.
 Jim and Ziv

Agenda Item: Announcements Presenter: Soon

Discussion:

- OIEA has purchased a scanner, shredder, file cabinets and conference room chairs.
- The printer in Charlene's office is not working.
- Discussed locks and keys for the existing file cabinets.
- Discussed workroom rearrangement in order to make the room more user-friendly. Discussed unused computers and other equipment in the workroom.
- Discussed reorganizing notebooks and files in workroom. Soon has talked with Toni concerning reorganizing the files and notebooks in the workroom.

- Soon asked staff to look at the OIEA staff pictures page that Carol produced.
- Everyone needs to lock their office door if they leave the office for any reason to maintain security for college information and personal items.
- The ACC Web template release was delayed while the Web Committee seeks input on which administrative departments and services links would be most useful on the internal pages.

Decision/Actions:

Follow-up assignments were made as follows:

- Alice will get pricing on a printer for Charlene's office.
- Alice will shred documents.
- Alice will order keys for the existing file cabinets.
- Alice will send the three computers, the desk in the workroom and other unused or broken equipment to the warehouse.
- Alice will get pricing on a printer station allowing for multiple printers and a computer workstation.
- OIEA Staff need to review OIEA staff pictures page. Carol will send the links to everyone.
- Everyone needs to lock their office door if they leave the office for any reason to maintain security for college information and personal items.

Follow-Up items: Person responsible:

Order printer
 Order workstation and printer station
 Order file cabinet keys
 Alice

Other Information

Next Meeting Date: July 27, 2006 Time: 9:30 Location: 603.0