ACC Meeting Name:
Office of Institutional Effectiveness and Accountability

Date:	August 10, 2006	**Time:**	9:30
Chair:	Soon Merz	**Location:**	HBC 603.0

Attendees:
Soon, Connie, Charlene, Annette, Alice, and Roslyn.

Minutes

Agenda Item: Old Business   **Presenter:** Soon

Discussion:
1. Review of July 13 meeting minutes. There were a few changes that need to be made.
    a. Under **Announcements** move from **Decision/Actions, Item 7** to **Discussion, Item 7**: Everyone needs to lock their office door if they leave the office for any reason to maintain security for college information and personal items.
    b. Under **Announcements, Decision/Actions, Item 4** change: Alice will send the two… to Alice will send the three…
    c. Under **Announcements, Follow-up Items 1, 2 and 3** add Order in front of each item.

2. Review of the Follow-Up Items.
    a. Soon will schedule the IPEDS website changes presentation to staff.
    b. Connie talked with IT for the RFS system that OIEA wants to clone for the DR database. Teresa said that IT may change to the Remedy system. Teresa may be able to demo Remedy to OIEA.
    c. Soon asked staff to complete OIEA Projects calendar updates as soon as possible. The deadline for completion of these updates has passed. Soon said that this calendar needs to be functioning before we can stop time tracking reports.
    d. The Q:PROJECTS folder needs restructuring so data can be found. Staff need to make logical suggestions for the reorganization of the PROJECTS folder.
    e. The paper data request files should be filed alphabetical by department for internal and by requestor for external.

Decision/Actions:
1. The Minutes for July 13 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:**
1. IPEDS website changes presentation to staff.	Soon
2. RFS system.	Connie
3. OIEA Projects Calendar	All

Agenda Item: UTSA Data Request Process   **Presenter:** Roslyn

Discussion:
Roslyn shared her positive experience with the UTSA's data request tracking system. She was impressed with the efficiency of the process, especially the communication given at each step. Douglas Atkinson at UTSA said that he would be glad to discuss how they designed their process.

Agenda Item: IPEDS Race/Ethnicity   **Presenter:** Soon

Discussion:
IPEDS race/ethnicity reporting categories have been approved by OMB and are now going through the comments phase.
- The new reporting requirements are as follows.
    - A separate ethnicity question for Hispanic or Non-Hispanic
    - 7 Race categories with the ability for multiple responses
- IPEDS will have specified combinations of the race category responses for reporting purposes.
- IPEDS will be implementing the new reporting categories in 2009, with voluntary reporting available in 2008.

Decision/Actions:

Follow-Up items: **Person responsible:**

Agenda Item: FY2007 Travel Requests   **Presenter:** Soon

Discussion:
Soon told staff to send their travel requests for FY 2007 to her by August 31, 2006. She needs the conference/workshop/event with estimated costs and rationale for attendance. This is for anything that will have travel costs and/or a registration fee associated with attendance. Prioritize your requests since all may not be approved. TAIR will be in South Padre Island in February and if you want to attend, you need to list it.

Decision/Actions:
Staff will send their travel requests to Soon by August 31.

Follow-Up items: **Person responsible:**

Agenda Item: Data Request from Education Department   **Presenter:** Roslyn

Discussion:
Sandra Foster in the Education Department has asked if they can get a recurring Unduplicated Student Count Report.

Decision/Actions:
Connie will find out if Datatel will accommodate this report.

Follow-Up items: **Person responsible:**
Sandra Foster's request for a recurring report.   Connie

Other Information

Next Meeting Date: August 24, 2006 **Time:** 9:30   **Location:** 603.0