

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: January 25, 2007

Time: 9:30

Chair: Soon Merz

Location: HBC 603.0

Attendees:

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

Minutes

Agenda Item 1: Review of minutes of previous meetings

Presenter: All

Discussion:

The minutes for December 14, were changed as follows:

1. Agenda Item, **Announcements:** Item number 1, change "...the UT System Office" to "...to UT System".
2. Agenda Item, **Program Review Data**, Discussion: Add period after "report form with data." Change the last sentence from - "...for preloading and share..." To "...for preloading and sharing..."

The follow-up items were discussed:

1. The *Declared Majors Report* will ready for inclusion in the Spring Fact Book. The Summer *Declared Majors Report* will be ready in November 2007 and the Fall report will be ready in February 2008.
2. Soon has received all staff work schedules except one.
3. The Fact Book is being printed.

Decisions/Actions:

The minutes were approved with changes.

Follow Up Items and Responsible person:

1. *Declared Majors Report* Ziv
2. IPR process revisions Rich, Roslyn, Soon

Agenda Item2: President's Planning Calendar

Presenter: Soon

Discussion:

Staff needs to submit projects to the Planning Calendar. The OIEA Projects Calendar should match the Planning Calendar.

Decision/Action:

1. Staff will add projects to the Planning Calendar, and notify Roslyn so she can submit the updates to Virginia.
2. Staff will modify the OIEA Projects Calendar to match the Planning Calendar.

Agenda Item 3: IPR**Presenter:** Roslyn**Discussion:**

Roslyn continues to work on the IPR process revisions. She will be doing a presentation to the Faculty Senate, January 26.

An example of a *Program Review Summary Report form* with data is ready.

Follow Up Items and Responsible person:

1. IPR process revisions Rich, Roslyn, Soon

Agenda Item 4: Unit Level Effectiveness Assessment**Presenter:** Roslyn**Discussion:**

A status report for Unit Level Effectiveness Assessment is being prepared by Roslyn

Follow Up Items and Responsible person:

1. Unit Level Effectiveness Assessment Status Report Roslyn

Agenda Item 5: Core Indicators**Presenter:** Roslyn**Discussion:**

This item was completed at the retreat.

Agenda Item 6: CBM Reports**Presenter:** Connie**Discussion:**

Connie stressed that it is important to differentiate between the first submission and the certification dates of the CBM reports.

Staff discussed the census date for 2007 since registration was extended.

Decisions/Actions:

- Connie will clarify the due date and the certified date of the CBM reports on the Planning Calendar and the Projects Calendar.
- Connie will talk to Linda Kluck about the first eight-week census date, registration extension, and funding.

Follow Up Items and Responsible person:

Agenda Item 7: ICS**Presenter: Rich****Discussion:**

The survey instrument needs to be ready to use by February 26.

Decisions/Actions:

- The target date to have the survey online and the invitation sent out is February 26.
- This date needs to be entered on the Projects Calendar.

Follow Up Items and Responsible person:

1. ICS

Rich

Agenda Item 8: Fact Book Status**Presenter: Charlene****Discussion:****Decisions/Actions:**

Alice will set up a meeting to discuss the Fact Book.

Agenda Item 9: Leave Notice**Presenter: Soon****Discussion:**

Soon told staff that the college policy is to give 24 hours notice for vacation leave. Soon reminded everyone that if they are 15 minutes or more late for their assigned arrival time to call Soon.

Decisions/Actions:

Staff need to give 24 hours notice when requesting vacation leave.

Agenda Item 9: Announcements**Presenter: Soon****Discussion:**

- Richard Armenta has an intern from UT coming to do a student success survey on Learning Communities. This person will be using a work station in the workroom.
- Charlene and Alice will post routine documents to the OIEA website.
- The hourly position that replaces Carol's position is a part-time Coordinator of Research and Analysis. The focus of this position will be on specific projects assigned by Soon
- Soon is forming an interview committee for the vacant Coordinator of Research and Analysis.
- OIEA has been approved for a Data Warehouse Administrator position.
- Soon wants to build wall to divide 603.0 to address staff and work space issues.
- Alice will schedule a meeting to discuss surveys and survey guidelines.

The meeting was adjourned at 11:15.

Next meeting: February 22, 2007