ACC Meeting Name:
Office of Institutional Effectiveness and Accountability

Date:	February 9, 2006	**Time:**	1:00
Chair:	Soon Merz	**Location:**	HBC 603.0

Attendees:
Soon, Connie, Charlene, Roslyn, Nancy, Alice, Ziv, Carol and Annette

Minutes

Agenda Item: Review of Minutes   **Presenter:** Soon

Discussion:
  Reviewed and approved the OIEA minutes from January 12.
Decision/Actions:
  1. Carol will check all THECB links.
  2. Closing the Gaps report will be ready by February 23.

Follow-Up items: **Person responsible:** Carol
  1. THECB links.

Agenda Item: Staff Updates   **Presenter:** All

Discussion:
  Connie
  1. College Connection has three new high schools.

  Soon
  1. Working on SACS substantive change letter for Distance Learning. She is working on a process where she will be notified prior to a program reaching the 25% and 50% mark that requires a substantive change letter.
  2. Roslyn is working on the abbreviated compliance certificate for VCT and substantive change prospectus for the South Austin Campus.
      The goal is to have the prospectus reviewed and mailed by the end of April.
      Carol and Roslyn will work on creating a format for electronic submission of the prospectus.
  3. Carol will find a place on the OIEA website for the Student Profile document.
  4. The initiatives for the Master Plan are due by February 15. Nancy will pull the initiatives this date for the IPC meeting on February 17. The IPC will prioritize the initiatives February 17. The approved initiatives will be moved to the budget as references for new money requests related to Master Plan. No other new initiatives can be added to the budget after February 16.
  5. Sasaki is at ACC this week for the Facilities Master Plan. Ziv will produce a spreadsheet showing 5 years enrollment by department, and by campus. They want the employee file showing IDs for tracking courses.
  6. Annette discussed the new ACC website that will go live by the end of March.
  7. Roslyn would like OIEA to have a meeting specifically to discuss the types of data we need to be producing on a regular basis to support college-wide initiatives such as "Closing the Gaps", annexation, college connections, SACS, etc. We will discuss this after Spring Break.
  8. The SAS software license should be available within two weeks.

Follow-Up items:	None	**Person responsible:**	**Deadline:**
Agenda Item: Birthday Lunch		**Presenter:** Annette	

Discussion:

Annette proposed we revisit our birthday celebration activities. The group put forth several ideas.

Decision/Actions:

We will go out to lunch once each month to celebrate birthdays and socialize.

Follow-Up items: **Person responsible:** Carol
1. THECB links.

Other Information

Next Meeting Date: February 16, 2006 **Time:** 10:00   **Location:** 603.0