

ACC Meeting Name: Office of Institutional Effectiveness and Accountability

Date: March 2, 2006

Time: 10:00

Chair: Soon Merz

Location: HBC 603.0

Attendees:

Soon, Charlene, Roslyn, Nancy, Alice, Ziv, and Carol.

Minutes

Agenda Item: Review of Minutes

Presenter: Soon

Discussion:

The staff reviewed the February 21 meeting minutes.

Decision/Actions:

1. Carol will post the "Closing the Gaps Update" in a user-friendly location on the OIEA website.
2. Soon told Charlene that she has done a good job on the Fact Book.
3. The group was instructed to send Alice any corrections to the minutes.

Follow-Up items:

Person responsible:

Agenda Item: Official Reporting Date

Presenter: Soon

Discussion:

Staff discussed using the label of 4th class day for the summer official reporting date.

Decision/Actions:

The OIEA office will use the label of 4th class day for the summer semester.

Follow-Up items:

Person responsible:

Agenda Item: CCSSE

Presenter: Soon

Discussion:

The CCSSE workshop was discussed.

Decision/Actions:

Soon will attend the CCSSE workshop.

Follow-Up items:

Person responsible:

Agenda Item: Gulf Coast Survey

Presenter: Soon

Discussion:

The group discussed doing the Gulf Coast Survey or another survey this year.

Decision/Actions:

Soon will discuss this issue with Kathleen and get back with us.

Follow-Up items:

Person responsible:

Agenda Item: Staff Updates

Presenter: All

Discussion:

Alice

1. Worked on administrative task.
2. Helped Charlene with proofing and editing the Fact Book.
3. Assisted Charlene with software problem.

Nancy

1. Completed VCT.
2. Worked on IPR.
3. Worked on ICS with SNAP software.

Ziv

1. Completed last minute changes to the Fact Book.
2. Worked on VCT.
3. Worked on DRs.
4. Worked on High Demand report.

Ziv is having problems getting developmental ed. data. Soon will talk to Kathleen and Steve about the problem. Alice will schedule a meeting with Ziv, Connie, Annette and Soon to discuss this problem.

Roslyn

1. Worked on the substantive change prospectus.
2. Worked on VCT. Roslyn said that we may need to ask VCT for an extension if we do not get all the data.

Charlene

1. Worked on Fact Book
2. Worked on IPEDS. The fall 2004 numbers need to be re-run as they were too high. We must keep a saved list of 1st time in college students.

Carol

1. Went to SAS training.
2. Worked on web updates.
3. Updated THECB links.

Soon said that when a data request is made we should offer data that we already have that is similar to the requested data. Alice will schedule a meeting after March 27 to discuss kinds of data we can put onsite.

SAS consultant will be at ACC to provide training on reports.

Follow-Up items:	None	Person responsible:	Deadline:
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Other Information

Next Meeting Date: March 9, 2006 **Time:** 10:00 **Location:** 603.0