ACC Meeting Name:
Office of Institutional Effectiveness and Accountability

Date: March 28, 2006 **Time:** 2:00
Chair: Soon Merz **Location:** HBC 603.0
Attendees:
Soon, Charlene, Roslyn, Nancy, Connie, Annette, and Carol.

Minutes

Agenda Item: Staff Meeting Change **Presenter:** Soon

Discussion:
Decision/Actions:

Change staff meetings to twice per month.

- Meetings will be the 1st and 3rd Thursday of each month.
- Meeting times will be 9:30 to 11:30.
- Time tracking is still due on each Thursday.

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

Agenda Item: Due Dates for OIEA **Presenter:** Soon

Discussion:

Staff discussed methods of keeping track of OIEA due dates.

Decision/Actions:

The OIEA office will use ICAL for this purpose.

- Connie will contact the helpdesk about creating an OIEA Projects ICAL.

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

Agenda Item: Improving Curb Appeal **Presenter:** Soon
Discussion:

The group discussed how OIEA can improve its image.

- Reduce the opinion that OIEA does make-work.
- We need to add more context and research.

Decision/Actions:

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

Agenda Item: Announcements **Presenter:** Soon

Discussion:

- Nancy's position has been posted. It is a coordinator position – not a manager. Roslyn and Ziv have volunteered to be on the interview committee.

Decision/Actions:

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

Other Information

Next Meeting Date: April 6, 2006 **Time:** 9:30 **Location:** 603.0