

ACC Meeting Name: D R A F T  
Office of Institutional Effectiveness and Accountability

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<b>Date:</b> April 12, 2007	<b>Time:</b> 9:30
<b>Chair:</b> Soon Merz	<b>Location:</b> HBC 603.0
<b>Attendees:</b> Soon, Connie, Charlene, Rich, Ziv, Alice, and Roslyn.	

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**Minutes**

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**Agenda Item 1:** Review of Minutes **Presenter:** All

**Discussion:**

The minutes for March 8, 2007 and March 22 were reviewed.

The follow-up items were discussed:

1. Alice has scheduled a meeting with Soon, Connie, Val, and Rich to discuss Assessment Test Score issues.
2. Charlene will request the NCCBP budget data from Neil.
3. Charlene is completing the IPEDS Spring Collection.
4. Rich is monitoring administration of the CCSSE survey.
5. Roslyn has asked Deans and Faculty Senate to review the draft Program Review schedule.

**Decisions/Actions:**

1. The March 8, 2007 minutes were approved.
2. The March 22, 2007 minutes were approved with changes.
  - a. Agenda Item D, **Education Summit**: Change the presenter to Roslyn.
  - b. Agenda Item D, **Education Summit**: The second bullet, the second sentence, add "Johns" to "Ron".
  - c. Agenda Item G, **Fact Book**: The first bullet change "asks" to "asked" and "reports" to "sections".
  - d. Agenda Item H, **Recruitment Update**: Change the first sentence to read "We are waiting on application packets from Human Resources on the Data Warehouse Administrator position".
  - e. Agenda Item H, **Recruitment Update**: Add a follow-up item, "Connie will contact IT to get Val Datatel access".
  - f. Agenda Item I, **NCCBP**: Under Decisions/Actions, the fourth bullet change "request" to "requested".
  - g. Agenda Item J, **Announcements**: Change the second bullet to read, "Soon said she will meet with someone from E3 Alliance regarding graduate data."
3. The follow-up items were discussed:
  - a. Alice has scheduled a meeting with Soon, Connie, Val, and Rich to discuss Assessment Test Score issues.
  - b. All action items are still in progress.

- c. Connie will obtain Datatel access for Val.

**Follow Up Items and Responsible person:**

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|--|----------|
| 1. NCCBP budget data from Neil   | Charlene |
| 2. IPEDS Spring Collection.  | Charlene |
| 3. CCSSE.  | Rich     |
| 4. Deans and Faculty Senate review of the draft Program Review schedule. | Roslyn   |

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**Agenda Item 2:** OIEA Projects Calendar

**Presenter:** All

**Discussion:**

The following items need to be added or changed on the Projects Calendar.

1. The State Auditors item will be moved to April 1.
2. Add the OIEA Newsletter to go out April 13.
3. Enter the Kansas Study data collection has opened. The due dates are June 15 and June 30.
  - a. Alice will schedule a second Kansas Study Meeting for after Ziv returns. Soon will be providing the President with an analysis report.
4. The College Connection graduate letters list is due to the printer April 13.
5. Rich will prepare a reminder to faculty regarding CCFSSSE participation.

**Decisions/Actions:**

Soon asked staff to remember to put their initials before an entry to the Projects Calendar.

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**Agenda Item 3:** OIEA Newsletter

**Presenter:** Charlene

**Discussion:**

Staff discussed the OIEA Newsletter and made the following suggestions.

1. A link to the Final Registration Report.
2. Mention that the Summer Registration Report is targeted to begin May 7.
3. A link to the the Budget Planning Book and the DFW Report.
4. An item to encourage faculty to participate in CCFSSSE.
5. SAS report will begin the day registration starts.

**Decisions/Actions:**

The agenda item Newsletter will be last on future agendas.

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**Agenda Item 4:** IPEDS Spring Collection

**Presenter:** Charlene

**Discussion:**

Staff were asked to review the IPEDS *Enrollment 2006-07* report and *Graduation Rates 2006-07* report to ensure the data is in line with past reports.

**Decisions/Actions:**

1. Connie will ask the Coordinating Board how they calculate FTIC.
2. Connie will obtain the FTIC GRS list from the Coordinating Board.
3. Soon said that she plans to subscribe to the National Student Loan Clearinghouse.

**Follow Up Items and Responsible person:**

1. FTIC GRS list from CB. Connie
2. Alice to schedule IPEDS Process Review Meeting in July. Alice

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**Agenda Item 5:** ICS

**Presenter:** Rich

**Discussion:**

Staff discussed issues with the ICS report.

1. The 2006 ICS report is in its final edits.
2. There has been a problem with running Version 8 and Version 9 of SNAP software. Version 9 will not read Version 8 data.

**Decisions/Actions:**

1. Soon will read the emails as Version 8 is still on her computer.
2. Soon said to post the 2006 and the 2007 reports at the same time.
3. The 2007 Collegewide Survey is due by May 31 to the President for revisions and then posted.
4. Rich will work with Alice to schedule improvement meetings.

**Follow Up Items and Responsible person:**

1. The 2007 Colegewidth Survey due May 31. Rich
2. Schedule improvement meetings. Rich and Alice

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**Agenda Item 6:** Education Summit

**Presenter:** Roslyn

**Discussion:**

Donetta will be scheduling four separate Department Chair Meetings during the Summer.

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**Agenda Item 7: NCCBP**

**Presenter:** Soon

**Discussion:**

1. Soon said that the NCCBP registration has begun.
2. Soon asked if OIEA wanted to present at the conference.

**Decisions/Actions:**

1. Staff should let Soon know if they want to attend the conference.
2. Soon and Roslyn will decide whether or not to present a proposal at the conference.

**Follow Up Items and Responsible person:**

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|--|-----------------|
| 1. Registration to attend NCCBP Conference.  | Soon            |
| 2. Presenting a proposal at NCCBP Conference | Soon and Roslyn |
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**Agenda Item 8: Maxine's DR**

**Presenter:** Roslyn

**Discussion:**

Staff discussed this data request.

**Decisions/Actions:**

Roslyn will contact Maxine for follow-up.

**Follow Up Items and Responsible person:**

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| 1. Contact Maxine. | Roslyn |
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**Agenda Item 9: Upward Evaluation**

**Presenter:** Rich

**Discussion:**

1. Soon said that the Upward Evaluation is a top priority to complete.
2. There were no procedures left by Bob.
3. Annette left some procedures.

**Decisions/Actions:**

1. Rich will call Annette to discuss procedures.
  2. The analysis by OIEA will take four to six weeks.
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**Agenda Item 10: Announcements**

**Presenter:** Soon

**Discussion:**

1. Soon will be out of the office to attend TAIR planning meeting Friday, 9:00 to 3:00. She will be the General Sessions Chair for TAIR next year.

2. Soon will be out of the office Monday and Tuesday for interviews.
  3. Soon has requested another packet of applications for the Coordinator of Research and Analysis from Human Resources.
    - a. Alice will check references.
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**The meeting was adjourned at 11:30.**

**Next meeting: May 10, 2007**