

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** April 13, 2006

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

Soon, Roslyn, Alice, Jim, Ziv, Annette, and Carol.

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**Minutes**

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**Agenda Item:** Review of Minutes

**Presenter:** Soon

**Discussion:**

Review of March 28, minutes

**Decision/Actions:**

- The agenda item **OIEA Due Dates** will be changed to: **OIEA Projects Due Dates**.
- Under **Announcements** change the first two sentences: The Quality Initiatives Manager position has been posted. It is a Coordinator of Institutional Planning and Assessment.
- The minutes will be typed according to the minutes template.
- Staff Updates should be the last agenda item.
- Alice will enter follow up items on future agendas.

**Follow-Up items:**

**Person responsible:**

- Make changes to agenda items as directed above. Alice
- The minutes will be typed according to the minutes template. Alice
- List **Staff Updates** as the last agenda item on future agendas. Alice

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**Agenda Item:** Work Plan and Calendar

**Presenter:** All

**Discussion:**

This is a follow up to **OIEA Work Plan** and **OIEA Projects Calendar Agenda Items** discussed at a previous meeting. The purpose of the OIEA Projects Calendar is to help keep track of when projects are due, and what OIEA is working on. Staff discussed how OIEA will manage the calendar.

**Decision/Actions:**

1. Alice will print the OIEA Projects Calendar for review at staff meetings.
2. Alice will give staff OIEA Project iCal access.
3. Staff should enter on the calendar all projects that are due next year and are a week or more in duration. The process is as follows:
  - staff member's initials first
  - the name of project
  - the request date
  - the duration
  - the due date
  - changes made to the request
  - long projects can be broken into sections showing due dates for each section.
  - a description of the project can go in the pop-up message box.
4. All projects need to be entered on the calendar by July 1.

**Follow-Up items:**

**Person responsible:**

1. Write access to staff for the projects calendar.
  2. Staff will evaluate the calendar management process at the second staff meeting in July.
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**Agenda Item:** Planning Calendar Update

**Presenter:** Roslyn

**Discussion:**

OIEA staff discussed the request for updates to the Planning Calendar.  
The calendar is an important OIEA planning tool and provides documentation for SACS.

**Decision/Actions:**

- The following addition and changes need to be made to the Planning Calendar by July 20.
- Soon noted that data OIEA provides for projects for other offices needs to be added to the calendar. She will review this calendar and the Board Calendar for these projects that need to be added to the calendar.
  - The Master Plan Timeline needs to be added to the calendar.
  - The Preliminary Enrollment Report and the High Demand Report need to be added to the calendar.
  - Either/or needs to be added to the Gulf Coast Survey and CCSSE entry.
  - Closing the Gaps needs to be added to the calendar.

The Staff needs to complete this task by the second OIEA staff meeting in July. The Staff will work with Alice to get the updates to Virginia

**Follow-Up items:**

Calendar updates should be sent to Virginia.

**Person responsible:**

All

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**Agenda Item:** Q Drive

**Presenter:** Soon

**Discussion:**

Everyone was reminded to be extremely careful when working in the Q drive. If you are scanning the directory leave your finger off the mouse. It is very easy to accidentally move or delete files.

Restructuring the Q drive has not been done. Staff members discussed a process to reorganize the Q drive.

**Decision/Actions:**

- A. Major projects will be the first file.
  - a. The year will be the next file.
    - 1. Topics will be in the year file.

This project should be completed by the second staff meeting in June.

**Follow-Up items:**

Q Drive reformatting.

**Person responsible:**

All

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**Agenda Item:** IPEDS

**Presenter:** Soon

**Discussion:**

- The spring IPEDS reports are due April 19.
- Connie will check with Kenneth on GRS redo.
- Rosie is working on SFA piece.
- Leslie is working on Finance.
- Connie is working on 204F fall enrollment.
- Soon will ask for an update from Charlene tomorrow.

**Decision/Actions:**

**Follow-Up items:**

**Person responsible:**

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**Agenda Item:** SACS

**Presenter:** Soon

**Discussion:**

Roslyn and Soon are working on the South Austin Campus substantive change prospectus for SACS. A draft prospectus should be ready to send to Steve by April 17 and out to SACS by April 30.

Roslyn and Soon will be working on rewriting the College Mission Statement after the prospectus has been submitted.

**Decision/Actions:**

**Follow-Up items:**

**Person responsible:**

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**Agenda Item:** Announcements

**Presenter:** Soon

**Discussion:**

The interview committee for the Coordinator of Planning and Assessment are:

1. John Caporusso
2. Terry Bazan
3. Ziv Shafir
4. Roslyn Wallace
5. Alice Swayze
6. Soon Merz

Soon may send the job offering to list serves. Interviews may begin in June.

Data Warehouse

- Downloads are in SAS for 205F, 205S, 206S
- Security issues with login
- Security issues with dropdowns on student profile
- Currently working on preliminary enrollment tables
- Give access to all of college as soon as possible. Expectations are that this will be available by late Spring.
- If a person has SAS, they have access to the tables. This is a FERPA issue and must be addressed prior to rollout. Ziv will make sure it is infallible before it is released.

**Agenda Item:** Staff Updates

**Presenter:** All

**Discussion:**

Connie

1. Reworking query for IPEDS.
2. Solving GRS problems with Kenneth.
3. Completing a data request for AISD.
4. Compiling Spring CDM that is due May 5
5. Working with College Connections.

Carol

1. Updating general web items.
2. Assisting Roslyn with website.
3. Searching resources for the SACS report.

Roslyn

1. Completed Effectiveness Updates for Workforce, Transfer, Developmental, ABE and Return Access. These were sent to Carol to post.
2. General Education Assessment Committee.
3. Modified menu in Access.
4. Wrote mission memo.
5. Responded to SACS related questions.
6. Searched ACC Web, Texas Education Code, and Coordinating Board rules for documentation.
7. Conducted supervisor training session.
8. Completed data request from Nursing.
9. Reviewed applications for vacant position.
10. Met with Vice Presidents, Associate Vice Presidents, and others about South Austin Campus substantive change prospectus.

Ziv

1. Downloaded data for D, F, W study and created tables.

Annette

1. Ran and modify Access reports for Effectiveness Updates.
2. Completed endorsement fund data request.
3. Imported Upward Evaluation data to Access and cleaned data.
4. Assisted with coding Test Pilot survey.

Other Information

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**Next Meeting Date:** April 20, 2006 **Time:** 9:30 **Location:** 603.0