# **ACC Meeting Name:** Office of Institutional Effectiveness and Accountability

**Date:** July 31, 2008 Time: 9:30

**Chair:** Soon Merz HBC 603.0 **Location:** 

**Attendees:** 

Soon, Rich, Alice, Anna, Swapna, Lina, Charlene, Connie.

#### **Minutes**

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

#### **Discussion:**

The minutes for June 26, 2008 were reviewed.

#### **Decisions/Actions:**

The minutes for June 26th, were approved with changes.

1. Check for bolding errors.

Follow Up Items and Responsible person:

**Presenter:** Soon

# **Agenda Item 2:** SACS Visit

#### **Discussion:**

1. The date of the SACS visit is undetermined, but according to Dr. Gerald Lord, the SACS contact who is coordinating our visit, the visit will last two to four hours and will be sometime before August 31, 2008.

#### **Decisions/Actions:**

Follow Up Items and Responsible person:

Presenter: Soon **Agenda Item 3:** New Employee Updates

#### **Discussion:**

1. The search committee for the Institutional Planning and Assessment Coordinator position has recommended three candidates for the second interview with Soon. Soon will interview only two of these candidates. Soon has interviewed one applicant today and will interview one more applicant tomorrow.

#### **Decisions/Actions:**

Follow Up Items and Responsible person:

**Presenter:** Soon **Agenda Item 4:** Projects Calendar

#### **Discussion:**

- 1. ICS Ready to proof in a couple of days.
- 2. THECB reports
  - a. 001 and 004 In progress.
- 3. SENSE Rich needs to contact deans regarding the survey.
- 4. IPR Deadlines for the IPR summary has been moved to April 30<sup>th</sup>.
- 5. Kansas Study Complete.
- 6. Spring Nursing Survey In progress. Swa<sup>pn</sup>a will import data into SAS.
- 7. Master Plan Re-write Soon has completed.
- 8. Fact Book Charlene reported that the Fact Book is almost ready to print.
- 9. Data Warehouse Soon is checking with the SAS account representative on the cost for adding Enterprise Miner to our Data Warehouse tools.

**Presenter:** Soon

**Presenter:** Charlene

#### **Decisions/Actions:**

# Follow Up Items and Responsible person:

1. Roslyn will proof the ICS document.

#### **Agenda Item 5:** Announcements

#### **Discussion:**

- 1. Soon will be at EVC in the morning for the College Readiness Forum.
- 2. Soon plans to take a week vacation in September.
- 3. Staff needs to start pulling GRS data from Student Clearinghouse.

#### **Decisions/Actions:**

## Follow Up Items and Responsible person:

Alice will schedule a meeting regarding using Student Clearinghouse to pull GRS data.

# **Agenda Item 6:** Newsletter

#### **Discussion:**

Soon reminded Alice and Charlene that the Newsletter will be emailed with the text pasted into the email.

#### **Decisions/Actions:**

# Follow Up Items and Responsible person:

Alice will email the newsletter using the ACC listserve.

The meeting was adjourned at 11:30.

Next meeting: August 28, 2008