# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

**Date:** August 9, 2007 **Time:** 9:30

Chair: Soon Merz Location: HBC 603.0

**Attendees:** 

Soon, Connie, Rich, Ziv, Alice, Jim, Charlene and Roslyn.

#### **Minutes**

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

### **Decisions/Actions:**

The minutes for July 12, 2007 were tabled until the next meeting.

### **Agenda Item 2:** IPC Retreat

### **Discussion:**

- 1. Soon has emailed Dr. Kinslow for his goals.
- 2. Soon is working on graphics for the "Seven Wonders at ACC" theme for the IPC retreat.

Presenter: Soon

**Presenter:** Soon

- 3. The retreat will be at the Eastview Campus, Multi-purpose Room 8500, from 9:00am to 1:00pm, with breakfast at 8:30am, and lunch at 1:00pm.
- 4. Participants will be given a Fact Book and a notebook containing data concerning the following.
  - a. Institutional Profiles
  - b. Closing the Gaps Update
  - c. Core Indicators Dashboard
  - d. CCSSE
  - e. D-F-W Grades
  - f. Financial Aid
  - g. Instructional Program Review
  - h. ISD Profiles
  - i. Master Plan
  - j. Developing Initiatives
  - k. NCCBP
  - 1. Population Projections
  - m. Withdrawal Information
  - n. OIEA

### **Agenda Item 3:** Program Review

#### **Discussion:**

- 1. Ziv has completed most of the tables.
- 2. Toni is going to assist with the form creation.

- 3. Roslyn has revised the guidelines.
- 4. Roslyn and Charlene are working on the website.

### Follow Up Items and Responsible person:

- 1. Post the parts of the website that are complete. Charlene
- 2. The data will be distributed in mid-September. Roslyn

**Agenda Item 4:** Staff Schedule Change Requests for Fall Semester **Presenter:** Soon

#### **Discussion:**

Soon asked staff to submit any schedule change requests for the Fall semester as soon as possible.

**Agenda Item 5:** Update on Staff Hiring

### **Discussion:**

- 1. Swapna is scheduled to start working August 21<sup>st</sup> if the paperwork is completed.
- 2. Lina has been offered the Data Warehouse Administrator position. Her response is due by August 10<sup>th</sup>.
- 3. Connie will chair the hiring committee for the reports specialist position.

**Agenda Item 6:** Farewell and Birthdays

#### **Discussion:**

- 1. Charlene and Alice's birthday lunch will be August 17<sup>th</sup>.
- 2. Roslyn's birthday lunch will be August 23<sup>rd</sup>.
- 3. Jim's farewell lunch and reception will be August 30<sup>th</sup>.

### **Agenda Item 7:** Announcements

#### **Discussion:**

- 1. NCCBP Conference Local arrangements were done by OIEA staff.
  - a. Soon was disappointed in the OIEA staff participation concerning the work that needed to be done at the conference.
- 2. NCCBP Conference Soon wants to contact Texas State and UT to see if ACC can get a data-sharing agreement to evaluate transfer students.

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

1. Staff need to work on teamwork skills.

### **Agenda Item 8:** Projects Calendar

#### **Discussion:**

- 1. Connie is waiting on patches to be loaded to submit the OOA/C, and 001/4.
- 2. Rich or Charlene need to contact SNAP concerning issues with the software.

**Presenter:** Soon

Presenter: Soon

Presenter: Soon

Presenter: All

## **Agenda Item 9:** Newsletter

**Presenter:** Charlene

### **Discussion:**

Staff discussed the OIEA Newsletter and made the following suggestions.

- 1. Add a link to the Master Plan.
- 2. Add a link to the Final Summer Registration report.
- 3. Add a new link for Program Review.
- 4. Insert a blurb about saying "Farewell" to Jim.

The meeting was adjourned at 11:30.

Next meeting: August 23, 2007