ACC Meeting Name: Staff Meeting
Office of Institutional Effectiveness and Accountability

Date: August 13, 2009   **Time:** 10:35
Chair: Soon Merz   **Location:** HBC 603.0
Attendees: Soon, Ziv, Roslyn, Swapna, Lina, Connie, Charlene, Anna, Judith, Rich

Minutes

Agenda Item 1: Old Business	**Presenter:** Soon

    A. **Review of Minutes:** Minutes were approved with corrections.
    B. **Review of Follow-Up Items:** Items were reviewed and amended

Agenda Item 2: New Business	**Presenter:** Soon

    No new business.

Agenda Item 3: Updates on projects	**Presenter:** All

    A. **SACS:** (Soon) We are at a point of doing letters now. Soon visited with Dr. Kinslow about SACS changes and their impacts on our workload. We have catch up work to do on substantive changes. SACS is taking a hard line with our institution in getting the substantive changes reported.

    B. **Race/Ethnicity changes:** (Connie) Will go live Sept. 4th. Soon will visit with Kathleen Christensen about race-ethnicity questions on Education Planning & Demographic questionnaire.

    C. **Data Warehouse:** (Lina & Swapna) ODS update: Andrew is working on generating ODS system default tables in production system. He has encountered some security issue. Plan to get problem solved by 9/3/09, the date scheduled to refresh Datatel Test database.
    Swapna and Lina are working with Connie to verify current ODS generated tables in Test against our longitudinal database. We are comparing the data to define the requirements of customization. We have noticed the ODS_APPLICANTS table has only one row for each applicants. We are expecting multiple rows since each applicant has multiple status data. We have reported this discrepancy to Andrew to investigate.
    Ziv has provided Lina 205F- most recent end of term course data. Lina is working on migrating those data into our SAS-SQL server database.

    D. **Achieving the Dream:** (Soon) AtD will be about showing data in a new way, (maybe show a SAS cube). Developmental ed data will be important. Survival Analysis is the kind of thing we will be doing.

Agenda Item 4: OIEA Projects Calendar	**Presenter:** All

    Review of Projects calendar postponed until next meeting.

Agenda Item 5: OIEA Newsletter	**Presenter:** Charlene

The newsletter will go out Friday, Aug. 14th.

Agenda Item 6: Announcements	**Presenter:** Soon

    A. Roslyn announced that Karen Cook in IT has posted the revised ULEAD on line.
    B. Amanda Karel will join our staff officially on Sept. 1st but will be in training; At work on Sept. 2nd.
    C. Charlene's birthday lunch will be Wednesday, Aug. 19th at Papadeaux.

Follow Up Items and Responsible person:
1. Soon to notify SACS on substantive change locations. Roslyn is still gathering and reviewing data for the letter.
2. Rich will put Closing the Gaps process on the S drive for future reference.
3. Judith waiting on signed copy of SAS/Access contract from Reed Stoddard.
4. Judith will update Soon's calendar when the Admin Planning calendar arrives, and send to OIEA staff.
5. Soon to meet with Kathleen Christensen and Terry Bazan regarding Net Price Calculator & other requirements of the HEOA on Sept. 4th.
6. Soon in process of setting up hiring committee for SACS position.

7. Charlene has inquired about getting on College Wide Web Committee and waiting on information.
8. Rich to review latest Tech Prep data and research and determine impacts on ACC Research
9. Soon will visit with Kathleen Christensen about race-ethnicity questions on Education Planning & Demographic questionnaire.
10. Ziv, Rich, and Swapna to meet to talk about core data & data that shows student improvement.

The meeting was adjourned at 11:50
Next meeting: August 27th