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

Date: August 27, 2009	**Time:** 9:50
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

    A. Charlene inquired about developing a QEP page and will add both QEP and Achieving the Dream page on our website. Rich complimented Charlene on the changes she has made so far on the OIEA site. Charlene will add the meeting dates for the IPC and AEC committees. Rich volunteered to work with Charlene on this.
    B. Swapna prepared a job description for the SAS position.
    C. Because of a phone inquiry about tracking transfer students, Soon said we need to do some reports on Noel Levitz, SENSE, and CCSSE and put them on our website. We will increasingly be getting Requests of this nature. At some point in the future Soon would like to upload everybody by cohort, and also use what the CB sends us in order to serve our transfer students better.
    D. Connie reported that on the CBM002 reports she found some major errors. She is waiting on Datatel to get the info she needs. Soon said we may need to look at ways to create the reports ourselves.
    E. Soon talked to Dr. Christensen regarding an item on the registration form concerning co-enrollment with universities that was incorrectly perceived, and said we may need to replace that.

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

    A. **SACS:** (Soon) As a way to keep up with substantive changes, Roslyn suggested that a form be created to go to the Curriculum and Programs Committee which would then be sent to the SACS Coordinator in OIEA to notify us of substantive changes.
    Soon announced that we have 8 people selected to be interviewed for the SACS position. Judith will set up the interviews today. It looks like a good pool of candidates. The new SACS Coordinator will initially office in Diana's cubicle but will move to the new office after the remodeling is complete.
    B. **Race/Ethnicity changes:** (Connie) This will go live on Sept. 4th.
    C. **Data Warehouse:** (Lina & Swapna) Lina downloaded SAS 9.2 e-software into our S drive and installed SAS 9.2 desktop on her computer. Lina tries to simulate both the department laptop and her desktop as SAS-METADATA server and SAS-WEB server to install SAS 9.2 server version. (Soon) We have 10 licenses of SAS desktop now. We have 9.2 available. Soon asked Lina to install SAS 9.2 desktop on her computer. Because of Achieving the Dream, we need to populate all data into the longitudinal database as soon as possible.
    D. **Student Success Initiative:** (Soon) This is the big focus now at ACC. Roslyn said that OIEA's part is the Snapshots. We will do the 19 first and the others will be phased in.

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

    Review of Projects calendar postponed until next meeting.

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

    No update.

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

    None

Follow Up Items and Responsible person:
1. Roslyn will create a form to be attached to the "Program Revision/New Program approval" form used by the

Curriculum and Programs Committee which will be used to notify the SACS Coordinator in OIEA of substantive changes.
2. Rich to work with Connie on Clearinghouse data after the Data Retreat.
3. Roslyn asked Rich if it is possible to get transfer data on students by October 1st, i.e. their majors; how many transferred; after they left here, where they went; did they get a degree?
4. Rich to put summaries of SENSE, CCSSE and Noel-Levitz surveys on our website.
5. Charlene to follow-up with Deda about IPEDS data. (ICMP)

The meeting was adjourned at 11:30
Next meeting: September 10th (cancelled)