ACC Meeting Name: D R A F T
Office of Institutional Effectiveness and Accountability

Date: September 13, 2007		**Time:**	9:30
Chair: Soon Merz		**Location:**	HBC 603.0

Attendees:
Soon, Connie, Ziv, Alice, Swapna, Charlene and Roslyn.

Minutes

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

Discussion:
The minutes for July 23, were reviewed.

The follow-up items were discussed:
1. Need to discuss uses for graduate follow-up data.
2. Add R18 testing to the projects calendar.

Decisions/Actions:
The minutes for July 23rd, were approved with changes.
1. Agenda Item 2, **IPC Retreat Status, Item 6**: Change to read "…the Master Plan timeline."
2. Agenda Item 2, **IPC Retreat Status, Item 8**: Change to read "…OIEA web page information."
3. Agenda Item 3, **National Student Clearinghouse**: Change the last sentence to read "…about a similar agreement."
4. Agenda Item 7, **Announcements, Item 1**: Change to read "…CBM00A and CBM00C…."
5.

Follow Up Items and Responsible person:

Agenda Item 2: Steve's Planning Calendar   **Presenter:** Roslyn
Discussion:
Roslyn presented a draft of the President's Planning Calendar. We talked about changes and deletions that need to be added to the calendar.

Decisions/Actions:

Follow Up Items and Responsible person:

1. Connie will add production of College Connection.
2. Toni will put this information on our projects calendar.

Agenda Item 3: AEC   **Presenter:** Soon

Discussion:

Decisions/Actions:
1. Charlene will create the AEC web page.
2. Alice will develop a listserv for AEC.

Follow Up Items and Responsible person:

Agenda Item 4: Graduate Follow-Up Survey   **Presenter:** Rich

Discussion:
Postponed to next meeting.

Follow Up Items and Responsible person:

Agenda Item 5: New Employee Update   **Presenter:** Soon

Discussion:
1. Lina's start date is September 17.
2. Soon is building a hiring committee for the Reports Specialist..
3. The Coordinator of Research Initiatives job description is approved.
4. Soon is rewriting the job description for Jim's position.

Follow Up Items and Responsible person:

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

Discussion:
1. Pauline will be hired to do Datatel training for OIEA.
2. Soon said that we will set up a shared drive for Raja and OIEA.
3. Thomas will install new colon prompt access.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 7: OIEA Projects Calendar   **Presenter:** Staff

Discussion:
The following items need to be added or changed on the Projects Calendar.

1. Add IPEDS

2. Roslyn to move SACS 4/15 Report Discussion for Planning Meeting to September 20th.
3. Ziv will add Student Profile to September 24th.
4. Add AEC Agenda distribution to September 24th.
5. Charlene will add IPEDS in October.
6. Add OIEA R18 Testing to October 5th.

Follow Up Items and Responsible person:

Agenda Item 8: Newsletter   **Presenter:** Charlene

Discussion:
1. Charlene will add Swapna's bio to the Newsletter.
2. The newsletter will be sent to Pam on schedule.

Follow Up Items and Responsible person:

The meeting was adjourned at 11:30.
Next meeting: October 11, 2007