ACC Meeting Name:
Office of Institutional Effectiveness and Accountability

Date:	September 22, 2005	Time:	2:00
Chair:	Soon Merz	Location:	HBC 301.0

Attendees: Soon, Connie, Roslyn, Nancy, Alice, Ziv, and Bob

Minutes

Agenda Item: Announcement	Presenter: Soon

Discussion: The College will close at 1:00pm on Friday, September 23, 2005 due to Hurricane Rita.

Agenda Item: Work Hours	Presenter: Soon

Decision/Actions:
1. OIEA will no longer have a 6:30 am – 3:30 pm work schedule option.
2. The preferred range for the OIEA staff work schedule is 7:30 – 5:30.

Follow-Up Items: Revisit/Revise: January and August. Person Responsible: Alice

Agenda Item: Leave Procedures	Presenter: Soon

Decision/Actions:
1. The staff should use the OIEA leave request form.
2. Annette will make a change to the OIEA leave request form, make a pdf, and post to the Q drive for everyone to access.
3. In the future, one or more days notice for vacation leave will be required.
4. OIEA staff should contact Alice (unless otherwise instructed) when sick leave is needed and also give a return to work date and time. Upon return to work, a sick leave request form must be completed.

Follow-Up Items: Person Responsible: Alice

Agenda Item: ACC-Only Website	Presenter: Roslyn

Discussion: There may be a hole in the ACC website as Roslyn was able to access the OIEA/Registration Report from her home computer.

Decision/Actions: Roslyn will report this to IT.

Follow-Up Items: Person Responsible: Roslyn

Agenda Item: PLT Update   Presenter: Soon

Discussion:

1. Alice distributed the president's goals and metrics for next year.
2. Soon assigned the OIEA Staff to submit to her one or two goals with measures from their area of OIEA work.
3. Soon will need the Student Profile Report from Connie and Ziv by September 27. This report should include data run by program area, by race/ethnicity and by college, cc, and ECS.
4. Soon said that OIEA office is the official record keeper for SACS. Nancy will talk to Cary Sowell about electronic documents for SACS. Alice will determine a site in the workroom for the SACS data to be located.
5. TTCCA – Alice will contact Bobetta for the date the TTCCA report is due. Soon will negotiate with Gerry and Ben to determine which reports we are required to complete.
6. At the October 3 Board Meeting, changing ACC's name to ACCD will be discussed.
7. The president wants minutes of staff meetings posted to the web. Annette will find out how and where to post minutes. Annette will attend the Web Committee meetings.

Agenda Item: Staff Updates   Presenter: All

Discussion:

1. Connie
   a. Preliminary information was sent to the CB.
   b. The CBM 002 F2004 was submitted to the CB.
   c. Rider 50 F2004 was worked on.
   d. Worked on the College Connections.
2. Ziv
   a. A request from Mike Midgley was worked on.
   b. The Student Profile Report was worked on.
   c. Preliminary Enrollment Report and High Demand Report was worked on.
   d. A request from Developmental Ed was worked on.
3. Bob
   a. Worked on Data Warehouseing.
   b. The SAS software installation was worked on.
4. Roslyn
   a. The ULEAD project was worked on.
   b. Worked on SACS – substantive change.
5. Annette
   a. Worked on the IPR notebooks.
   b. Worked on the SWOT information online with Nancy.
   c. Worked on the Assessment with Roslyn
   d. Worked on the ICS office reports
   e. Worked on the South Austin minutes
6. Alice
   a. Worked on the ICS reports for the Board of Trustees.
   b. Completed several Graduate Surveys.
   c. Several purchasing issues were worked on.
7. Nancy
   a. Worked on the ICS presentation for the Board of Trustees meeting.
   b. Facilitated a meeting of the HR Taskforce and documented the results.

c. Continued scheduling SWOTS and distributing notebooks for the IPR.
d. Updated the Graduate Survey report.

Other Information

Next Meeting Date: September 1, 2005

Time: 10:00

Location: 603.1

Special Notes: Alice to setup a fact book revision meeting.