ACC Meeting Name: DRAFT Office of Institutional Effectiveness and Accountability

Chair: Soon Merz Location: HBC 603.0

Attendees:

Soon, Alice, Anna, Lina, Mike, Charlene, Roslyn, Swapna, Ziv.

Minutes

Agenda Item 1: Review of Minutes

Presenter: All

Discussion:

1. The minutes for September 11, 2008 were reviewed.

Decisions/Actions:

1. The minutes for September 11th, were approved with changes.

Follow Up Items and Responsible person:

1. Alice will make formatting changes to the minutes.

Agenda Item 2: Staff Updates and Discussion **Presenter:** Soon

Discussion:

- 1. Technical Office Assistant/Clerk Job Description.
 - a. Staff reviewed an hourly position job description for clerical assistance for OIEA.
- 2. IPC Notebook
 - a. Staff reviewed the IPC notebook checklist.
- 3. Bosses Day Lunch
- 4. The DFW report was discussed.

Decisions/Actions:

- 1. Soon told Roslyn to add to the Technical Office Assistant/Clerk job description the following:
 - a. Knowledge of standard office procedures, including filing, and operation of standard office equipment.
 - b. List computer skills such as Excel, Word and Web Browser.
- 2. The status of the IPC notebook checklist items are as follows:
 - a. Master Plan process and timeline Soon is working on.
 - b. President's goals Soon has the goals.

- c. Institution priorities Soon will revise.
- d. Closing the Gap Soon has in her office.
- e. CCSSE Use the same document as last year.
- f. Noel Levitz Add report to notebook.
- g. ISD Profiles Charlene will update map to include Round Rock. Master Plan In duplication.
- h. Population projections Charlene is working with Jim.
- i. Withdrawal information Ziv has completed.
- j. Staff information Need to add picture of Mike.
- k. Cluster Group data Add to notebook.
- 1. Master Plan development process 2010-2012 Add to notebook.
- m. Fact Book and Master Plan To be handed out separately.
- n. NCCBP reports Add 2007 and 2008 to notebook.
- o. DFW report Swapna has completed.
- p. MP developing initiatives Mike will review and revise.
- q. Additional tabs needed are:
 - i. ACC Snapshot
 - ii. Master Plan Development Process 2010 2012
 - iii. Noel-Levitz
- r. Remove Financial Aid tab.
- s. Staff to have notebooks ready for review by October 28th.
- 3. Staff will take Soon to lunch for Bosses Day on October 15th at 11:30.
- 4. Charlene will post the DFW report and add link to the newsletter.

Follow Up Items and Responsible person:

- 1. Job description revisions Roslyn
- 2. Compile IPC notebooks Staff
- 3. Post DFW report and add link to newsletter Charlene

The meeting was adjourned at 11:30. Next meeting: October 23, 2008