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

Date: October 23, 2008	**Time:**	9:30
Chair: Soon Merz	**Location:**	HBC 603.0

Attendees:

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

Minutes

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

Discussion:
1. The minutes for October 9, 2008 were reviewed.

Decisions/Actions:
1. The minutes for September 11th, were approved with changes.
    a. Agenda Item 2, **Staff Updates and Discussion, Decisions/Actions:** Item 2, g. …update map to include Round Rock.
    b. Agenda Item 2, **Staff Updates and Discussion, Decisions/Actions:** Item 2, o. Delete "to add".

Follow Up Items and Responsible person:
1. Alice will make changes to the minutes.

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

Discussion:
1. Soon attended the SAIR Conference, October 19 – 21 in Nashville. She went to several informative workshops. Soon provided the following workshop materials for staff to review.
    a. One workshop Soon attended *Curriculum Assessment Using Artificial Neural Network Modeling Approach* may be useful in our office. Mike and Rich are looking at the Artificial Neural Network to see how we might use it.
        i. Soon wants to consider purchasing SAS's data mining tool.
    b. *Creating Reasonable 10-Year Enrollment Projections*
        i. The workshop looked at categories within the enrollment cohort for 5 and 10 year projections.
    c. *Factors Affecting Student Retention in Community Colleges*
    d. *IPEDS Latest News*
        i. Went over some of the changes and looked at new data center.
    e. *Engaging Faculty in Assessment*
    f. *Curriculum Assessment Using Artificial Neural Network Modeling Approach*

g. *Preparing to Launch a new Learning Outcomes Assessment
   Committee*
   i. El Centro calls their committee HOLA (Honing Outcomes and
      Learning Assessment). Their committee uses faculty to lead.
      There were many good ideas in this workshop.

2. Priorities
   a. Charlene asked for Soon's advice to prioritize the IPC, VCT, and Fact
      Book projects.

3. IPC Retreat notebook review revealed some data are still in progress.

4. Announcements
   a. Soon will be out next week Monday through Thursday.
   b. Anna and Charlene may go to a GIS workshop on October 27th.

5. The Project calendar items were discussed.
6. Charlene asked for items to add to the Newsletter.

Decisions/Actions:
1. None.
2. Soon told Charlene to prioritize her projects as follows:
   i. VCT
   ii. IPC
   iii. Fact Book

3. The IPC notebooks will be ready for final review by October 27th. The
   following reports are still in progress.
   a. Many reports are in duplication.
   b. Roslyn is completing the Core Indicators Dashboard report.
   c. Charlene and Anna are working on ISD profiles.
   d. Rich will give Alice the CCSSE report
   e. Soon will give Alice the file for the cover and agenda.
   f. Roslyn will send the invitation to the retreat today.
   g. Alice to remove Master Plan Timeline tab.
4. None
5. The following are changes to the Projects calendar.
   a. Add Cluster Group Leaders Meeting on November 7th.
   b. Add Fact Book preview.
6. The OIEA newsletter will reveal the following changes.
   a. Add link for grade distribution report.
   b. Add blurb about IPC Retreat.

Follow Up Items and Responsible person:
1. None.

2. None.
3. None.
4. None.
5. Roslyn and Charlene will make changes to the Projects calendar.
6. Charlene will add a blurb about the IPC Retreat to the newsletter and a link to the grade distribution report.

The meeting was adjourned at 11:30.
Next meeting: November 13, 2008