

**MIAMI DADE COLLEGE  
OFFICE OF THE ASSOCIATE PROVOST FOR INSTITUTIONAL EFFECTIVENESS**

**CASSC Institutional Effectiveness Committee Meeting  
February 16, 2011 1:00 P.M.  
Wolfson Campus, 5620**

**Minutes**

Present:           Joanne Bashford                               Gloria Leon (by phone)  
                      Bob Calabrese                             Charlotte Oliver  
                      Rene Garcia                                    Jeff Thomas  
                      David Kaiser                                 Victoria Zusman  
                      Teresa LeFlore

Not present:      Gloria Baez                                       Sean Madison  
                      Lyle Culver

- The committee deferred approval of the December minutes since a quorum was not present during the meeting.
- Joanne shared feedback and suggestions from the Executive Committee meeting in January, in which the annual reports, templates and process were discussed. The committee agreed to the following changes:
  - Rename the reports Annual Effectiveness Reports to emphasize their purpose
  - Limit the number of pages to 10 beginning this year. Additional detail can be provided in appendix if needed, but the report should not exceed 10 pages.
  - Make minor changes to the templates to ensure that innovations and projects are linked to assessment results and that goals are connected more directly to use of results. Joanne will make changes and share with committee for review prior to sending to campus/district areas.

In addition, during the Executive Committee meeting, district operations areas committed to submitting annual reports using current templates for 2010-2011 or submit an alternate template to be used when submitting reports in 2011-2012.

- The committee continued discussions about improving the review process that began in the December meeting and agreed to the following:
  - Develop a common, descriptive rubric for committee members' use when reviewing and commenting on reports. David, Rene, Jeff and Victoria volunteered to develop the rubric before our April meeting.
  - Plan training for committee members in use of the rubric to enhance consistency and value of our feedback to report preparers and approvers. Gloria L., Gloria B. and Lyle were volunteered to work with Joanne on this as soon as the rubric is ready.
  - Schedule a group training and report review session in July to review reports together. Reports will be divided among committee members to share the responsibility evenly. An additional training and report review session will be scheduled early in the Fall term if needed to orient new committee members and review reports submitted after the June 30<sup>th</sup> deadline.

- The committee reviewed MDC's current Strategic Plan Indicators Report, its evolution and its purpose: <http://www.mdc.edu/ir/iremployees/core-indicators/summary.asp> . The committee reviewed an example "college measures scorecard report": <http://collegemeasures.org/reporting/institution/scorecard/sm/140164.aspx>. Committee members discussed the advantages and disadvantages of having one combined report like we have now (core indicators plus detailed strategic goal/objective progress report) as opposed to two separate reports.

The committee agreed that two reports would be recommended. The College "Scorecard" report would include no more than 6 high level, global indicators to provide a quick look at MDC's performance relative to our peers and over time on key metrics. The more detailed Strategic Plan Progress report will provide data and information about our progress toward strategic goals and objectives and the resulting impact. Committee members agreed to the following:

- Each member will identify one good example of a scorecard or dashboard type report at another college or agency and send to Joanne prior to our April meeting.
- Each member will identify 6 key performance measures that should be included in the MDC report and send to Joanne before the April meeting.
- Pam described the feedback MDC received from SACS on our Fifth Year Interim Report. The QEP report was considered outstanding, and SACS has been suggesting that colleges contact her for a copy of our Fifth year report as they prepare to write their own. MDC needs to submit additional information in referral letters before April 15<sup>th</sup> on three standards:
  - Faculty sufficiency by program. More disaggregated program level data were requested.
  - Program assessment of students taking courses through Virtual College. Additional information about how VC students are included in the College level student learning outcomes assessments, research on VC vs. face-to-face student course level performance, and how results are being used to improve student attainment of outcomes will be submitted.
  - Length of programs offered through Virtual college. Additional information about virtual delivery of programs offered in face-to-face format will be provided.
- David reported that IR is preparing a report on the results of the Enrolled Student Survey 2010. He shared some highlights of the results and noteworthy changes since the 2008 survey including changes in students' reasons for attending MDC and satisfaction levels with services and the college overall.
- Jeff reported that the college prep reading/writing and mathematics disciplines are working quickly to adjust to the reduction in number of prep levels from 3 to 2, which must be effective in January 2012. This change may have a dramatic effect on our prep course offerings and there are many related testing and placement issues to resolve.

The mathematics discipline has begun implementing redesigned, modular, minimum-paced prep mathematics courses on Kendall campus this term. College prep reading/writing is working on a similar redesign. In addition, the mathematics discipline is piloting lessons for a Statway combined MAT0020 and STA2023 course and plans to implement on the North Campus in Fall 2011.

The Gordon Rule committee is conducting another faculty survey to assess awareness and implementation of the Gordon Rule requirement this Spring term. Training is being planned to assist faculty, especially adjuncts, in writing assignments and evaluation of student work.

- Rene reported for the Student Deans that live open houses are scheduled again this year. For the last couple of years, open houses have been conducted virtually. The committee had lots of questions about the Virtual open houses so Rene will send information to Joanne to share with committee members.

Rene also reported that High School Feedback reports will be shared with three high schools on Friday. IR prepared the one-page reports to share information about direct entry students placement results and success at MDC to better inform the high schools of student performance in college. Reports for all high schools will be ready to send soon.

- There was no report for Learning Outcomes or Administrative Affairs

The meeting adjourned at 3:15. The March 2<sup>nd</sup> meeting will be cancelled, so the next committee meeting will be held on April 6<sup>th</sup>.