

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

**CASSC Institutional Effectiveness Committee Meeting
November 18, 2008, 1:30 P.M.
Wolfson Campus, 7166**

Minutes

Present:	Gloria Baez	Melissa Lammey
	Joanne Bashford	Pam Menke
	Armando Ferrer (phone)	Beverly Moore-Garcia
	Sheri Goldstein	Vida Ojeda
	David Kaiser	Carol Tulikangas
Not present:	Gwendolyn Gilbert	Grace Telesco
	Francisco Orellana	Aby Vazquez
	Mark Nestor	

- The committee approved the September meeting minutes as written.
- Joanne reported on the status of Annual Report reviews. The following reports still need to be reviewed:
 - Computer Courtyard
 - International Student Services

The following reports have not yet been approved and received for review:

- Honors College
- Campus Network Services
- Library Discipline

Comments have been grouped by coordinating campus and will be forwarded to committee members for any additional remarks prior to sharing with the responsible deans, presidents, Vice Provost, and Campus CIO's in December.

- The committee discussed the Annual Report process and template and agreed that revisions may be needed once the Five-Year Program Review process has been established.
- The committee decided in the September meeting to try the Exemplary Report Awards and ask the deans to identify an exemplary report for the Schools, Disciplines, and Student/Administrative service areas. The Exemplary Annual Report Awards were endorsed by Dr. Goonen's Strategic Plan Theme 2, Goal 1 committee since the award would help fulfill one of their target objectives. However, the Academic Deans discussed in the 10/2 meeting and did not support this idea/process. There is some question as to whether we are rewarding good (well written) reports or good work (appropriate use of data and continuous improvement efforts). There were also questions about the real purpose of the reports. The Exemplary Report Award idea will be taken before the Student Deans by Armando Ferrer and the Administrative Deans by Gloria Baez. Until then the idea will be tabled pending feedback from the other deans' groups.

- A few updates were shared regarding College Learning Outcomes and Assessment. Pam reported that information sessions have been scheduled to dialogue about assessment and mapping. She will forward the schedule to committee members.

Joanne reported for Sean Madison that five faculty members of the LOAT attended the Assessment Institute at IUPUI this month. They had one-on-one consultation with national assessment experts and attended numerous sessions. They will be sharing what they learned with LOAT and LOCC. She also reported that Sean and several LOAT members were invited to visit JCCC for their faculty in-service in January to share information about the Learning Outcomes Assessment process.

- David Kaiser reported highlights from several recent IR reports:
 - Performance Based Funding 2008-09 Capsule was recently published. State allocations decreased by 8%. MDC's share fell 11%. There was interest in which areas MDC had fewer points than the prior year. This information is in the report starting on page 6.
 - Recent Excess Credit Analysis indicates that 37% of AA graduates have completed a degree under the 72 credit cap. This is 2 percentage points better than last year.
 - The College Prep Completion Rate for students completing the highest level of college prep fell by 3 percentage points in Writing and Math. It was suggested that distribution to a wider audience would be helpful. It was suggested that information such as this should be accompanied by some kind of flag indicating how the information might be used (in an Annual Report for example).
 - Analysis of Adjunct and Full-Time Faculty pass rates, retention rates and student feedback is underway. It was suggested that detail by course, campus, college prep, and SLS would be helpful.
 - Core Indicators Report has been updated and will be posted on the IE website for employee access
 - The Graduate Survey 2007-08 will be published soon.
- Carol Tulikangas reported the Academic Deans have been discussing the productivity model and proposed goals. Following the 10/2 ALC meeting, they were encouraged to provide specific information about why goals were not attainable, suggested alternative goals, and recommendations about how often goals should be reviewed. The deans will also draft a philosophy of productivity and guidelines for using productivity along with other appropriate indicators of educational quality and effectiveness.

David has met with several campuses to discuss how the proposed goals were set, the web tools available, and factors that will affect campus, school or division productivity. Most concerns raised thus far have been related to how productivity has become a central tool for determining faculty decisions, how the goals seem to be viewed as minimums to be met rather than targets to work toward, how exceptions relating to outreach, mission (North and EEC, for example), expansion of offerings to other campuses or new programs should be considered, and at what level campuses should be held accountable (campus, school, division, etc.).

Beverly reported that the first Spotlight on Research faculty presentation was held recently and that the team was invited to visit another community college interested in ways to impact college preparatory coursework.

- Sheri reported that Student services held a planning day on November 7. Service area updates on learning outcomes assessment were presented and discussed. Several service areas reported on their progress and will be including learning outcomes assessment information in the next annual reports. Productivity is on the agenda for the next Student Services meeting.

- Gloria provided the Administrative affairs update. The recycling program has begun; they are exploring opportunities to apply for grant funds to support recycling, homeland security and other work; a committee has been formed to recommend appropriate ways to generate revenue through advertising; recommendations regarding parking enforcement and fees have been made; an Energy Conservation Plan was developed and had been submitted for approval; and a training video for custodians was created by Kendall Campus.
- There was no report for Learning Resources during this meeting.

The meeting adjourned at 3:45.