

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

**CASSC Institutional Effectiveness Committee Meeting
April 20, 2009
Wolfson Campus, 7166**

Minutes

Present: Gloria Baez
Joanne Bashford
David Kaiser
Mark Nestor

Melissa Lammey (by phone)
Vida Ojeda
Carol Tulikangas

Not present: Armando Ferrer
Sheri Goldstein
Pam Menke
Beverly Moore-Garcia

Francisco Orellana
Grace Telesco
Aby Vazquez

- The March meeting minutes were approved as written.
- Gloria and Sheri (in advance of the meeting) reported that the Administrative and Student Deans were not in favor of the Exemplary Annual Report Awards idea.
- “Annual Reports for Academic Managers” training workshops are being scheduled for the week of May 18th for deans, chairs and discipline conveners. There will be four sessions: North and Hialeah; Medical; Wolfson; Kendall, IAC, and Homestead. Carol, Joanne, Donna, Pat and Richard will be leading the training.
- Joanne presented handouts of draft revised annual report templates separating Schools and Disciplines. The group discussed annual program review worksheets created by Richard Prentiss for use at the program level and agreed that the School Annual report could be a summary or synthesis of the program level reports with a reference to the annual program reviews. Templates should be flexible enough to accommodate the different reporting demands made on some programs. **Homework for each committee member: review template revisions and respond with comments or suggestions by April 27 (Joanne will email draft revisions).**
- Mark Nestor reported that a change in the report template for Learning Resources will be discussed on April 21st at the CCIO meeting. **He will report back to the committee following that meeting.** The report will probably have four parts 1) narrative, 2) status update, 3) data, and 4) new initiatives with goals. The committee discussed data that will likely be included

in their reports and agreed that the proposed report template and content are a good example of collecting relevant data from a variety of perspectives and using to improve services.

- ***Gloria will review the template used for Campus and Security Services and provide suggestions regarding revisions at our next meeting.***
- Joanne gave a brief LOA update for Sean. The assessment period ended last Friday and preparations are under way for the scoring session, which is scheduled for April 30-May 1. LOAT applications were sent out last week for interested faculty.
- David reported on IR activities:
 - a. Campuses submitted their enrollment projections.
 - b. Students were surveyed recently regarding technology (EDUCAUSE technology survey). Results are not available yet.
 - c. The College will participate in the Kansas Study to benchmark program/discipline costs.
 - d. Two surveys are underway for the QEP: one to gather information from faculty regarding use of interim progress reports and the perceived impact on students; the other to gather information from MAT0020 and MAT0024 students about the Learning Styles Inventory and success modules that were added to MyMathlab.
 - e. The R&T Committee chose a research priority for the year: identify factors predicting student success.
- Carol reported that the ALC discussed productivity among many curriculum items.
- Joanne reported for the student deans (per Sheri's input) that today was the deadline for the first draft of annual reports. An all day review meeting is scheduled for May 22.
- Gloria reported that the administrative deans are expanding Campus Crime Watch. It was piloted first on North Campus.
- Mark reported that Learning Resources are working on:
 - a. Domain consolidation with vendor CDW.
 - b. Server virtualization
 - c. V-Coach for Hialeah Campus. ***Rene Garcia will be invited to talk about V-Coach at our next meeting.***

The meeting adjourned at 3:30.

The next meeting is currently scheduled for May 18, 2009 but will likely be cancelled to accommodate the Annual Report Workshops. Joanne will send a meeting update as needed.

