

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

CASSC Institutional Effectiveness Committee Meeting
July 28, 2003, 2:00 P.M.

Minutes

Members present: Joanne Bashford, Martha Garrity, Maria Jofre, Lourdes Oroza, Nelson Pena, Tom Prescott, Glory Winter (for Lourdes Perez)

Members not present: Juan Abascal, Joan Gosnell, Consuelo Perez

Resource members present: Rene Garcia, Cathy Morris

1. Joanne welcomed new members and explained the expanded membership, new (more inclusive) committee name, and revised charge. Committee members introduced themselves.
2. Joanne gave a brief overview of the committee's work to date and reviewed the new charge. Emphasis was placed on taking a more active role in developing and implementing college-wide and unit level institutional effectiveness plans.
3. Minutes of last meeting were reviewed. Acceptance of these minutes will occur after previous committee members (not in attendance) review and approve.
4. Joanne shared information about the SACS institutional effectiveness requirement and timelines for MDC's Baccalaureate program accreditation and MDC's re-accreditation process. The College must submit an institutional effectiveness plan in September with baccalaureate accreditation documents and be prepared to discuss with the visiting team in October, 2003. For the College-wide re-accreditation, compliance documents including institutional effectiveness plans need to be submitted in March, 2004. The team will visit the College in October, 2004.

Cathy shared experiences from the previous SACS accreditation process related to institutional effectiveness. The committee discussed the changes the College has experienced since then, and the variety of planning and evaluation processes at the College. There was agreement that the College has many pieces required for the College-wide institutional effectiveness plan, but needs to connect these pieces in a meaningful way and develop a systematic process.

5. Draft College-wide institutional effectiveness indicators were shared with the committee and reviewed. The committee will review in more detail, link to MDC's mission and vision statements to determine if indicators adequately measure the extent to which the College fulfills its mission and vision. ***Committee members will bring suggestions about indicators to keep, delete, add, etc. to the next meeting.***

The committee was asked to keep in mind that these are meant to be global, college-wide indicators that would be reviewed annually to determine if the College is

performing well. The indicators would also be incorporated into an annual College-wide effectiveness report.

6. Institutional Effectiveness Inventory results were reviewed and the need for work acknowledged. Joanne will forward lists of respondents by area to the respective deans. It was agreed that the inventory will be readministered late in the Fall Term.

A discussion about how 'units' should be defined for effectiveness planning was held. The committee decided that the new college-wide coordination structure, which specifies a responsible campus president and dean for each School, General Education discipline, Student Services area, and Administrative area would define 'units'. Therefore, annual reports with statements of purpose, goals, measures, and use of results will be required for each of these units on a college-wide basis. It was further agreed that campus departments should prepare reports that would be combined by the discipline or area convener into a college-wide report. This will be determined by the deans for their areas.

Timelines were discussed and the committee agreed that the beginning of the academic year is an ideal time to prepare these reports. Interim reports including statements of purpose and goals will be due by September 15th, and complete reports with measures and use of results (if appropriate) will be due by October 1st.

The deans on the committee will share this charge and timelines with their respective dean groups and communicate their feedback to the committee.

Tom will share with the Campus CIO's and Joanne will inform Kathie Sigler about the charge and timeline. These deadlines were believed to be reasonable since much of this work is probably already being done. The committee also agreed that these timelines would work well for annual reporting in subsequent years.

Joanne will email draft guidelines for annual reports to the committee and dean groups for feedback.

Joanne/Cathy will check with SACS to determine if the same type of unit level effectiveness plans for business affairs areas, human resources, and facilities are required. If so, they need to be included in the effectiveness planning discussions and efforts.

7. At the next meeting, the committee will finalize recommendations for core effectiveness indicators, discuss presentation (web and otherwise) of the indicators and plans, and prepare presentation for CASSC. ***Joanne will ensure that the CASSC IE Committee report is included on the agenda for the next College-wide CASSC meeting.***

The next meeting will be held on September 2nd at 2:00 P.M. in Room 5620 on the Wolfson Campus.

The meeting adjourned at 4:15.