

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

**CASSC Institutional Effectiveness Committee Meeting  
September 2, 2003, 2:30 P.M.**

**Minutes**

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

Resource members present: Gina Córtes-Súarez, Rene Garcia, Cathy Morris

1. The committee reviewed minutes from the July 28 meeting and accepted as written.
2. Joanne reported that SACS believes that all 'units' should embrace continuous improvement. Tom Benberg said that units would ordinarily include Business Affairs, Human Resources, etc. Gina, Cathy, and Joanne will find out what kind of planning and evaluation is currently conducted in these areas to determine if additional structure is needed to meet SACS IE requirements.
3. Annual report guidelines were discussed at length. The deans groups have not met formally to review the guidelines yet, but some feedback has been received. Lourdes indicated that the academic deans were satisfied with discipline level reports, rather than requiring campus department level reports. Joanne and Lourdes will review with the academic deans on September 4<sup>th</sup>. The student deans are meeting this afternoon and will discuss the guidelines and timeframe for submitting reports. Madeline Pumariega will be asked to provide an update on the student deans decisions related to the annual reports. Martha will review with the administrative deans on September 18<sup>th</sup> and report decisions back to the committee. The committee suggested that the discipline report guidelines be modified to include goals/expectations from the previous year as well as new goals/expectations, with an indication of how they will be measured. Additional changes will likely be made after the deans discuss.

The committee agreed that September 30<sup>th</sup> would be a more reasonable deadline for submitting reports given the busy period at the beginning of the Fall Term. Discipline reports that have already been turned in for this year should be revisited to include as much of the information requested in the new guidelines as possible. Discipline reports for 2002-03 were due in July. Student and administrative area annual reports were not required consistently in 2002-03. Service areas will be asked to complete reports according to the guidelines and submit by September 30<sup>th</sup>.

The committee discussed developing templates for areas to use as they prepare reports. The templates could include any data requested such as high-risk course information or course success rates, student survey results etc. to make it easier for areas to complete. Templates will be drafted by IR when guidelines have been accepted.

4. The committee reviewed the proposed College-wide Institutional Effectiveness Indicators one by one. Several changes were suggested: A graduation rate indicator for graduation rate (for cohorts separated by college ready/non-college ready and full/part time) was added; fall to fall retention rate for new, degree-seeking students was added (to compare with national rates); CLAST status of education majors was deleted from the list, although this information will be available for the School of Education; and Readiness for College was removed from the list. In addition, the committee decided that a detailed indicator report would show all of the data with comparisons to previous years or other institutions when available. A summary report would also be prepared for a quick review of the College's progress and status on the indicators. IR will be updating the indicator reports annually. Progress/status on these Core Institutional Effectiveness Indicators should be reviewed at College Managers' annual planning meetings. IR will update the list with changes suggested.
5. Cathy distributed the first draft of the Institutional Effectiveness narrative for the SACS compliance certificate. The committee was asked to provide additional information, corrections, etc. by Friday 9/12.
6. Joanne will be updating CASSC on the new committee membership and charge on Tuesday, September 9<sup>th</sup>. A full report on the committee's work will be planned for a future meeting.
7. Student learning outcomes assessment was deferred for the next meeting.

The next meeting will be held on Monday, September 29<sup>th</sup> at 2:00 P.M. in Room 5620 on the Wolfson Campus.

The meeting adjourned at 4:45.