

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

CASSC Institutional Effectiveness Committee Meeting
October 27, 2003, 2:00 P.M.

Minutes

Members present: Juan Abascal, Joanne Bashford, Martha Garrity, Maria Jofre, Lourdes Oroza, Nelson Pena, Lourdes Perez, Tom Prescott

Resource members present: Cathy Morris

1. The committee accepted the 9/2/2003 minutes as written.
2. Joanne reported that the college-wide CASSC approved the change in committee name, as well as minor changes to the charge and membership.

Joanne reported that the second faculty member has been appointed and she will follow-up on the student member.

A report from the committee on activities and plans to date will be presented at the December CASSC meeting. Juan will arrange for the report to be added to the agenda. Lourdes Perez volunteered to help Joanne make the presentation.

3. Cathy thanked the committee for feedback received on the Institutional Effectiveness Process document. The committee agreed that it should be sent out to campus presidents, provosts, vice-provosts, deans, and campus CIO's for input. Recipients will be asked to share with their managers to obtain as much feedback as possible.
4. The committee reviewed the mock up of the Planning & Effectiveness website. A number of changes were suggested including adding sections for Learning Resources Effectiveness, Academic Effectiveness (to include Learning Innovations, Service Learning, Environmental Ethics, and the Center for the Literary Arts), and District Operation Effectiveness (to include Facilities, Cultural Affairs, etc.) These changes will be made and work will proceed on adding documents and links to the site.
5. The committee discussed the annual reports. Joanne indicated that most areas submitted reports and most look very good. A few reports are still missing or pending dean/president approval. Student service reports received included service area annual reports from Wolfson Campus (not college-wide), retention/recruitment plans and final reports, as well as college-wide area mission/statements of purpose for each area and goals for most. While these documents should meet SACS requirements for effectiveness, college-wide annual reports by service area should be submitted in the future. Lourdes Perez will discuss with the student deans the possibility of preparing college-wide reports for 2002-03. Tom said the Campus CIO's will be meeting to discuss next year's reports to ensure consistency and college-wide focus.

Committee members indicated that the submission process seemed to work well, especially considering the short timeline. Tom indicated that for next year the Learning Resource reports will be submitted through Kathie Sigler.

Deadlines for annual report submissions were discussed and it was decided that reports should be due June 30th. This date should allow time to prepare reports and not conflict with faculty leave or busy periods in student services.

After CASSC has approved the IE plan and process, including annual report deadlines, the Provosts should communicate to College managers. The Provosts should also emphasize that the reports are meant to inform managers and be used by the areas to improve and document improvements.

It was suggested that annual report writing workshops and an overall planning and institutional effectiveness session be held during Professional Development Day. Martha will discuss with the PDD Committee and she and Maria will work with Joanne to plan the sessions.

Committee members will request feedback on the guidelines from their respective deans or Campus CIO groups.

6. Joanne explained that campus presidents and vice provosts were asked to identify three primary goals for 2003-04.
7. The Institution-level Effectiveness Plan was discussed at length. A number of suggestions were made – items to add to the plan. The connection between the 'plan' and 'process' documents needs to be clear. How annual reports would be prepared based on the plan, and by whom was also discussed. No decisions were made. The committee agreed to email or call with additional suggestions/comments and will likely discuss at the next meeting.
8. Joanne told the committee that SACS is strongly encouraging some type of external, objective assessment of student learning outcomes. Cathy and Juan reported that the state may introduce a new exam to replace the CLAST as part of the K-20 Accountability process.
9. The committee was informed of future surveys – the Institutional Effectiveness Survey for employees and the Alumni Survey. Maria suggested that we survey alumni who graduated more than 3 years ago.
10. The next meeting will be scheduled for early in the Spring term.

The meeting adjourned at 4:30.