

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

**CASSC Institutional Effectiveness Committee Meeting  
January 12, 2004, 2:00 P.M.**

**Minutes**

Members present: Juan Abascal, Joanne Bashford, Cecilia Bermudez (for Lourdes Perez), Toni Bilbao, Martha Garrity, Joan Gosnell, Maria Jofre, Don Maser, Lourdes Oroza, Nelson Pena, Consuelo Perez

Resource members present: Gina Cortes-Suarez, Cathy Morris

1. The committee members accepted the 10/27/03 minutes as written.
2. Joanne distributed a draft powerpoint presentation for the CASSC Meeting on 1/20/04. Members were asked to share comments or suggestions on the presentation.
3. Gina discussed the SACS Compliance document requirements and expressed some concern over the timeline. The document, and supporting links/information need to go through an extensive review process prior to being submitted on March 13, 2004.
4. Joanne gave a brief update of progress on the planning and effectiveness website. She will send the link to members to review, however the site has not been published yet. Most of the information on the site will be restricted to College employees. Joan suggested, and the group agreed that information posted to the web be shared widely with Campus CASSC's, Disciplines, Deans groups, etc. to ensure that everyone is familiar with the College's IE plan and site.
5. Discipline and area reports were discussed. Cecilia said she is working with the Advisement and ACCESS areas to prepare college-wide annual reports for 2002-03 that follow the templates.

The group agreed that the templates probably worked well enough in the last submission, as long as it was understood that not all areas would have information for each section. Joanne will remove 'draft' from the templates and post to the website.

6. Joanne shared executive summaries for two recent surveys – both of which provide effectiveness information for the College. The graduating student survey results were discussed – students rated themselves very highly in most areas. Enthusiasm for learning and their ability to work together and get along in groups were highest.

In the Institutional Effectiveness survey, employees gave the College high ratings for most of the items related to the Mission and Vision statements. A few areas emerged as ones we could work to improve at the College (e.g., rewarding excellent service and personal job performance, salaries, and decision-making).

Joanne also shared the draft Alumni Survey that will be sent out in early March and invited comments.

7. The committee broke into three groups to review and critique three Institutional Effectiveness documents: The Overview, the Plan, and the Summary. Some excellent suggestions were received from each of the groups and the documents will be revised.
8. The Strategic Planning process item was deferred until the next meeting.
9. Joanne will contact the committee to schedule the next meeting.

The meeting adjourned at 4:30.