

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

**CASSC Institutional Effectiveness Committee Meeting
May 24, 2004, 2:00 P.M.**

Minutes

Members present: Joanne Bashford, Martha Garrity, Joan Gosnell, Lourdes Oroza, Nelson Pena, Consuelo Perez, Lourdes Perez, Tom Prescott

Resource members present: Rene Garcia, Cathy Morris

1. The committee accepted the 1/12/04 minutes as written.
2. The committee discussed the discipline and area annual reports submitted for 2002-03. Two reports are still pending final approval: Natural Sciences and New Student Center. Reports for 2003-04 are due June 30th. **Joanne will send a reminder to the Campus Presidents, Provosts, and Vice Provosts that the deadline is approaching and note the reports they can expect to receive for approval.** The committee approved a revision to the Academic Discipline/School template. Explicit language requesting evidence of student learning was included in the discipline effectiveness section with some examples provided. **Tom Prescott will revise the template to better meet the needs of the Learning Resource areas and Martha Garrity will revise for the Administrative areas.** Once revised, the new templates will be shared and posted to the Planning & Effectiveness website.
3. Joanne shared several reports distributed recently by IR. Information from these reports will be included in the College IE Report. Course progression & success capsules for Reading, English, and Mathematics were shared and discussed. Comments were made about the drop in progression rate from ENC0021 into ENC1101 – possible reasons for this were discussed including enforcement of the college prep reading completion requirement and enrolling in required math courses instead. Improvement in math course progression and success, as well as differences in success rates for students who complete prerequisite math courses rather than test directly into the course were discussed. The Fall to Fall Retention capsule was also shared and discussed. MDC retention rate is higher than the national average and has been improving steadily over the last few years. White non-Hispanic students have the lowest retention rate and possible reasons for this were discussed. Joanne let the committee know that College and Campus Briefing Packages have been updated and posted to the IR website. The committee also briefly discussed several surveys that were conducted during Spring term with results due soon - Computer Use, Alumni, and CCSSE. Surveys planned for Fall Term include the Enrolled Student Survey with an additional form for Advisement.
4. The Executive Summary of the Efficiency Study conducted by the Washington Economics Group was shared and discussed briefly. MDC was shown to be more efficient than state and national peers in expenditures per FTE. Energy conservation and facilities planning were cited as exemplary.

5. Cathy Morris shared information about the National Community College Benchmark Project. The committee discussed the specific indicators and agreed that the project will yield some very useful information.
6. Cathy also shared the College IE Report with data for indicators included. The committee agreed that we should include indicators from the benchmark project and discussed the addition of several others under the renamed 'serving the community' section. **Consuelo offered to obtain information on credits funded through agencies to show the extent of contract training at the College.** Annual reports for Cultural Affairs, Center for Literary Arts, and Community Education will be reviewed for additional data.
The committee liked the 'clickable' format for the report, but agreed that a 'printer friendly' version should also be available.
The committee discussed how alerts should be established and suggested three criteria: 1) Performance below a threshold established for the indicator (e.g. 60% satisfaction or 95% placement rate); 2) Decline in performance for two consecutive years; or 3) Lower rate than comparison group of national or state peers. Rene suggested that alerts be set up to send email messages to targeted group informing them of the College's performance to prompt discussion and action.
7. Joanne shared the final draft of the Strategic Plan goals and objectives. The committee was invited to volunteer to help with specific goals. The need to ensure that IE indicators provide useful information about the College's progress toward strategic goals was also noted.
8. Joanne gave the committee a brief update on the SACS QEP progress. Gina and Pat are working hard to put the pieces prepared by the various QEP committees together and draft the final document for submission in August.
9. Joanne will contact the committee to schedule the next meeting.

The meeting adjourned at 4:15.