

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

**CASSC Institutional Effectiveness Committee Meeting
September 28, 2004, 2:00 P.M.**

Minutes

Members present: Joanne Bashford, Don Maser, Lourdes Oroza, Nelson Pena, Lourdes Perez, Dwight Smith

Resource members present: Rene Garcia, Cathy Morris

1. Minutes of the May 24, 2004 meeting were accepted as written.
2. Committee members discussed the annual reports and some of the difficulties faced in preparation and collection of the reports. Joanne updated the committee on the status of some outstanding reports for 2004 – several have not yet been received in final approved form through the appropriate campus president. Lourdes Oroza suggested that training should be given to the disciplines at their committee meetings, especially in interpreting and using student feedback and outcomes information. Dwight shared some ideas about revising templates to focus more on outcomes such as learning outcomes or other quality indicators, rather than numbers or output. The committee discussed the possibility of bringing in an expert to work with the academic areas in developing learning outcomes assessments that are appropriate to MDC programs. **Lourdes suggested starting with the School of Technology and Engineering and the Arts & Humanities discipline for training. Joanne and Dwight will attend upcoming discipline and school meetings.**

Committee members also discussed the possibility of revising templates for the reports to reduce redundancy from year to year and focus on goals, outcomes, and improvement efforts. **Committee members will send suggestions for template revisions to Joanne within the next two weeks.**

3. Cathy discussed the status of the College IE Report. Benchmarking information was just received and will be included in the report with graphics displaying the college's performance on the various indicators compared to our peers. **This report should be ready for the committee to review at our next meeting in November.**

The committee discussed possible ways to conduct employer surveys in the future using the School Directors and School advisory committees. **Dwight will contact Jon Sussman to find out who convenes the School Directors as a group.**

4. Joanne shared an executive summary of Community College Survey of Student Engagement (CCSSE) results. The summary will be sent to the IR distribution and highlighted on the Employee web portal. Detailed results will be available on a sharepoint site.

Joanne also shared plans to participate in the Faculty version of the survey. This survey will be sent to faculty whose classes were included in the original sample (not including the extra classes selected to allow campus breakdowns) for the CCSSE in

the Spring. ***Don will consider sending an email message to selected faculty encouraging them to complete the survey.***

The committee reviewed three versions of the Enrolled Student Survey scheduled for administration this fall in randomly selected classes. The committee agreed with the minor changes that were made to the traditional survey and approved the Baccalaureate version. A new form targeting advisement in more detail was reviewed and several changes suggested. ***Joanne will make these changes and pilot the Advisement form on a group of students.***

5. Cathy shared IR research agendas developed with the EAP and College Preparatory disciplines.
6. Joanne gave a brief update on Strategic Plan implementation.
7. Joanne gave a brief update on the SACS visit scheduled for next week.