

**CASSC Institutional Effectiveness Committee Meeting  
November 23, 2004, 2:00 P.M.**

**Minutes**

Members present: Joanne Bashford, Joan Gosnell, Pat Lassiter, Don Maser, Lourdes Oroza, Nelson Pena, Lourdes Perez, Thom Saudargas

Resource members present: Gina Cortes-Suarez

1. The committee accepted the minutes from the September meeting with one revision to members present.
2. Gina updated the committee on the SACS visit and subsequent report. The College did very well in the review, but received three recommendations related to Institutional Effectiveness:
  - a. The College needs to do a better job identifying expected outcomes for educational program and administrative and educational support services, assessing whether outcomes have been achieved, and providing evidence of improvement based on analysis of results.
  - b. The College needs to do a better job establishing and evaluating program and learning outcomes, assessing achievement, and using results to improve.
  - c. The College needs to do a better job providing evidence that graduates have attained the identified general education competencies.
3. Joanne described meetings held with the Arts & Humanities discipline and with Student Services Managers related to Annual Reports. Identification of expected learning outcomes and ideas for assessing the outcomes systematically were discussed with the discipline. The student service managers will be reworking annual goals for 2004-2005 to include rationale and measurement to show assessment of expected outcomes and use of results.
4. The committee reviewed revised drafts of the Annual Report templates. Lourdes Oroza raised questions about at what level learning outcomes should be defined – course, general education complement of courses within a discipline, program, etc. ***Each committee member agreed to find a useful example from another institution related to defining and assessing learning outcomes***, perhaps starting with Vanguard Learning Colleges or others that have established learning outcomes assessment.

It was also suggested that the templates should be more consistent in language/terminology and that separate templates should be developed for Learning Resources and Administrative Services. **Committee members should send suggestions or revised templates to Joanne.**

The committee also discussed ways to strengthen accountability in preparing, reviewing and submitting reports. It was decided that the connection between the annual reports and campus plans, the College Strategic Plan, department goals, and individual employee goals should be stressed. The approval path through the coordinating campus dean and president appears to be working.

5. Joanne shared draft documents describing direct and indirect measures of student learning. **Committee members were asked to review the drafts and send comments to Joanne.**
6. Joanne shared summary results from the CCSSE survey and information about the Sharepoint site:  
<https://spsd.mdc.edu/das/mdcpfe/insteffect/default.aspx>
7. The committee reviewed the draft College IE Report prepared by Cathy Morris and agreed on several proposed revisions:
  - a. A yellow indicator should be included to denote a decline over one year (2 year decline will trigger a red); or any decline up to the 5 ppt threshold that triggers a red.
  - b. The threshold for red should be reviewed to ensure that it signals a noteworthy or statistically significant decline for the specific measure. The 5 ppt difference may not be appropriate for all measures.
  - c. A new retirements/departures indicator should be added to the “employees and the college” area using data from MDC and the national benchmarking study.
  - d. A new revenue and expenses per FTE by source and function indicator should be added to the “use of resources” area using data from MDC and IPEDS peer analysis system.
  - e. CCSSE results should be added to “progress through curriculum” area to provide national comparisons.
  - f. CCSSE results should also be added to “student satisfaction” area to provide additional comparison.

The committee also agreed that the question of setting targets for indicators should be raised with Executive Committee as they review the report. For example, indicators which show the same results over the years may warrant improvement goals.

**Cathy will make the suggested changes and forward to committee members.**

The meeting adjourned at 4:15.