

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

**CASSC Institutional Effectiveness Committee Meeting
February 22, 2005, 2:00 P.M.**

Minutes

Members present: Joanne Bashford, Joan Gosnell, Pat Lassiter, Carol Nash for Consuelo Perez, Mario Perez for Lourdes Perez, Thom Saudargas, Dwight Smith

Resource members present: Gina Cortes-Suarez, Rene Garcia, Cathy Morris

1. The committee accepted the minutes from the November meeting as written.

Several pending items were discussed, including the status of reworked student services goals – ***not all of them have been received and replaced in 2004-05 reports yet.***

Gina provided an update on the College's response to SACS recommendations and discussed the increased emphasis placed on outcomes, assessment and use of results, program review process, general education assessment, and QEP targets.

2. Several sessions related to outcomes assessment are scheduled for MDC Conference Day. Joanne shared information about 4 morning sessions that relate to assessment (portfolios, e-portfolios, minute papers, and the Learning College. In addition, there are 4 disciplines or schools that explicitly mention outcomes assessment as topics for their afternoon meetings– two that are devoted almost entirely to the topic (Arts & Humanities and Technology, Engineering & Architecture.) Gina and Dwight reported that at least two others will be discussing outcomes – Natural Sciences & Mathematics.

Dwight shared some information about Dr. Doug Eder, a consultant with a strong background in outcomes and classroom assessment, who be presenting at conference day.

3. The committee reviewed the revised Annual Report templates and made a few additional changes. These changes will be made and final templates posted to the web, as well as included in our SACS response. The final templates will also be shared with Deans for discipline, school, and service areas to use in preparing 2004-05 reports.

Thom suggested that library faculty should submit a discipline annual report and the committee agreed, given the nature of library instruction and expected learning outcomes.

4. Pat shared some information about a league white paper on outcomes assessment with case study examples. **Pat will forward paper to Joanne to post to the IE website.** Other examples shared by committee members and already posted to the website were briefly reviewed.
5. Joanne showed the committee additions/changes to the IE Website:
 - a. Outcomes assessment documents (direct and indirect measures) were added as resources.
 - b. Links to “best practices” at MDC and external institutions – only one example at MDC is currently posted. **The committee should invite disciplines, schools and service areas to submit ‘best practices’ in outcomes assessment to the IE committee for review and posting to the web.** Examples should help others develop their own assessment plans.
Joanne will notify the deans of the website enhancements that should help in developing outcomes assessments and preparing annual reports.
 - c. The Service Excellence section of the IE website was removed.
6. The committee reviewed the latest draft MDC Core Indicators Report with the changes suggested at our last meeting. We still need to include another indicator for resource development/use of resources. **Joanne will be presenting the report to Executive Committee for their feedback at the next meeting.**
7. Thom announced that Library Services would be conducting two on-line surveys this Spring Term – one for faculty and another for students.

The meeting adjourned at 4:00.