

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

CASSC Institutional Effectiveness Committee Meeting
November 7, 2005, 2:00 P.M.
Wolfson Campus, Room 5620

Minutes

Members present: Joanne Bashford, Martha Garrity, Theresa Jones, Catherine Hanus-Zank, Isabel Hernandez, Lourdes Oroza, Consuelo Perez, Dwight Smith

Resource member present: Cathy Morris

1. The committee welcomed new members Theresa Jones, Isabel Hernandez, and Catherine Hanus-Zank. Two additional new members were unable to attend the meeting: Malou Harrison and Dr. Billy Jones. Joanne briefly reviewed the committee charge.
2. The committee reviewed and approved the minutes of last meeting with minor corrections.
3. Joanne reviewed MDC's response to SACS recommendations emphasizing the changes needed in the annual reports and the college planning process.
4. The committee discussed the annual reports and actions taken to ensure that the focus is on assessment and use of results. Strategies implemented within the last year include: revisions to report templates; conference day discussions and speakers; meetings with student service managers, academic managers, and some disciplines to discuss changes and share examples; more directive; specific feedback provided to disciplines, schools, and service areas on reports submitted; Provost's symposium speakers such as John Rouche, John Tagg, Peggy Maki, and Lee Schulman; and workshops for student services managers on defining and assessing outcomes, most recently conducted by visiting consultant Maggie Culp.

Additional strategies suggested to strengthen reports and the process include: meetings with report preparers by group (student services, schools, disciplines, administrative services, district areas, etc.); use of exemplary sections from reports as models/guides; development of "how-to" resource people and training with CTD; and use of conference day as venue for discussion of annual reports (data, goals, progress, etc.) although concern was expressed about the limited amount of time available for discipline and area discussions on that day.

Committee members were asked to select 2 or 3 annual reports from the IE site to review and provide specific suggestions for improvement. Suggestions will be shared with other committee members and then with report preparers.

5. College-wide and campus planning sessions were discussed. A college-wide planning session is currently scheduled for the December 6th executive committee meeting and should include a discussion of strategic plan progress, annual report highlights, and MDC Core Indicators to develop recommended college-wide areas of

emphasis for funding priority. Our response to SACS indicated that this college-wide planning would be conducted.

6. The committee decided that for this year, the report to CASSC should review progress and work by the committee. The purpose of the annual reports should be emphasized and one or two volunteers sought to present highlights from their 2005 reports. ***Joanne and Isabel will work on the presentation.***
7. Joanne shared presentations made to the Board of Trustees on the Enrolled Student Survey and Advisement Form, as well as the Community Satisfaction Assessment.

Martha told the committee that a student survey of administrative services was currently being conducted.

Additional assessments discussed by the committee include surveys of faculty satisfaction with student services, student and faculty satisfaction with learning resources. The possibility of including items about learning resources on the graduating student survey was also discussed and Joanne will look into it. The committee noted that a "core" employer survey was drafted last spring and was intended to be shared with School Directors and program managers for feedback. They would need to customize by adding items specific to their programs before using with employers. The possibility of conducting another alumni survey was briefly discussed, with the need for incentives acknowledged.

The meeting adjourned at 3:45.

The next meeting was tentatively scheduled for February 6th. Joanne will send through Outlook.