

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

**CASSC Institutional Effectiveness Committee Meeting
February 6, 2006, 2:00 P.M.
Wolfson Campus, Room 5620**

Minutes

Present: Joanne Bashford Theresa Jones
 Catherine Hanus-Zank Cathy Morris (resource member)
 Malou Harrison Gina Cortes Suarez
 Billy Jones

Not present: Emily Bahamonde (student) Cristina Mousikas (student)
 Toni Bilbao Lourdes Oroza
 Martha Garrity Consuelo Perez
 Isabel Hernandez Dwight Smith

1. The November meeting minutes were accepted with several corrections.
2. Cathy provided an overview of the updated MDC Core Indicators Report and showed some of the report on-line focusing on areas targeted for improvement based on the new data. Brief descriptions for each indicator were added to the report based on feedback received. The committee agreed that college-wide learning outcomes assessment results should be included in the report when available. Members are invited to view the full report on the Institutional Effectiveness website:
http://www.mdc.edu/planning_and_effectiveness/Restricted_files/Core-Indicators/summary.asp
3. Joanne reviewed the agenda for the December Executive Committee Planning Session and the committee discussed priorities that emerged and next steps.
4. Annual Report assignment

Several committee members shared feedback on the reports that they reviewed. The committee agreed that the reports included interesting relevant information. They agreed that the templates provide sufficient consistency in report content, but thought that preparers should distinguish more clearly between college-wide and campus activities. The focus of the reports should be on college-wide services, outcomes, assessment and use of results.

In preparation for submission of the 2005-06 reports, Gina and Joanne will again provide feedback in a group meeting with Student Services Managers if requested. Catherine and Billy volunteered to review discipline reports prior to submission. The committee discussed options for including faculty/staff in preparing reports such as:

- o Asking chairs and managers to share with faculty and staff for feedback
- o Inviting faculty/staff participation in drafting reports
- o Holding discipline retreats or service area planning meetings
- o Using afternoon sessions at conference day to review report drafts
- o Ensuring that information about the annual report process is shared in the opening session or in participant packets during conference day, etc.

Gina shared positive feedback from the recent Funeral Science accreditation visit that commended MDC's IE processes and annual reports.

5. Campus Planning session – no update on this item. This will be discussed at next meeting.
6. Report for CASSC – no update on this item. Joanne and Isabel will share draft at next meeting.
7. Other Surveys/Assessments Planned for Spring

Joanne reported that a “learning resources” item was added to the Graduating Survey before administering via email to Fall Term graduates. The survey will be administered again to Spring and Summer graduates before results are analyzed and reported.

Joanne discussed plans to conduct focus groups during Spring Term with potential graduates who began in college prep in all three subjects.

No update on the faculty assessment of student services – will report at next meeting.

The meeting adjourned at 3:45.