

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

**CASSC Institutional Effectiveness Committee Meeting  
July 10, 2006, 2:00 P.M.**

**Minutes**

Present:           Joanne Bashford                   Lourdes Oroza  
                      Rene Garcia                        Consuelo Perez  
                      Isabel Hernandez                 Judy Schmelzer (for Martha Garrity)  
                      Cathy Morris                        Dwight Smith

Not Present:     Emily Bahamonde (student) Malou Harrison  
                      Toni Bilbao                         Billy Jones  
                      Gina Cortes Suarez                Theresa Jones  
                      Catherine Hanus-Zank             Cristina Mousikas (student)

1. The February meeting minutes were accepted as written.
2. The committee thanked Isabel for her presentation to CASSC and Consuelo shared a printed copy of the PowerPoint.
3. Joanne updated the committee on the priorities emerging from the May Executive Committee meeting. In particular, the priority placed on college prep reading/writing completion and success; using data to enhance student success (using annual reports in the process); Employee Institutional Effectiveness survey; and an Employer Survey. The college prep reading/writing discipline made a presentation to Executive Committee on various strategies to enhance student success. They are planning a retreat in the Fall to further the discussion and develop a data-driven plan.
3. Dwight gave an update on SACS. MDC will need to submit another monitoring report next year to include evidence of general education outcomes assessment. More details on the follow-up report will follow.
4. Dwight also updated the committee on the status of the general education review. IR has assisted with employee, student, employer, and transfer institution surveys to gather input on the 10 outcomes that were developed through the processes culminating in the general education summit held during Spring Term, 2006. Another survey is planned for early Fall Term. Following agreement and approval of the outcomes, appropriate assessments will be developed to be piloted during the 2006-07 academic year.

5. Joanne shared information about the State mandated changes to the Gordon Rule. The College received an extension of the original deadline and will need to submit an updated list of Gordon Rule courses, and the assessment methods that will be used to document college-level writing in these courses by December, 2006.
6. Joanne described the newly formed State Outcomes Assessment Task Force that will be working to reach consensus on core student learning outcomes and common ways to assess these outcomes among the 28 community colleges.
7. Joanne gave an update on the reports received to date. One campus has all reports submitted. The president of that campus reportedly met with chairs and directors of each of the schools, disciplines, and service area to review and discuss reports prior to approving. One other campus has almost all of their reports reviewed, approved and posted. The remaining campuses should be completing work on their reports in the next week or so. The Learning Resources areas will submit 2006 reports to Dr. Goonen while they await word on possible re-assignment to a campus president for coordination/approval.

***Each committee member chose (or was 'assigned') 2-4 of the 2006 reports to review by August 7th.*** They will provide written comments to Joanne on each of the reports related to:

- a. How well student learning or service outcomes are defined (course, course sequence, program level, or service).
- b. Whether appropriate assessment methods have been developed and implemented to yield systematic, discipline review of the outcomes.
- c. Evidence that assessment results are being used to improve services and enhance student learning.
- d. What kind of assistance is needed to do any of the above more effectively.

Committee members were also asked to recommend exemplary reports to be presented to CASSC.

8. Dwight described State expectations regarding AA Program Reviews. The committee discussed the need for better information about program courses that students should take prior to transferring. Specific information needed for AA program reviews was also discussed and the possibility of incorporating some of this in the annual reports was considered. Joanne will draft a new School/Discipline Annual Report template to include some of the information needed. ***The committee will review the draft and discuss options for reports/processes to meet the AA Program Review requirement at the next meeting.***

9. Cathy showed the new additions to the Focused Research page of the IR Website to the committee. The format for the data presentation has been enhanced and additional areas added based on research questions developed by chairs and faculty.
10. Cathy reviewed the recently released Administrative Services Survey report. Most campuses and areas showed improvements since the 2002 survey. Judy Schmelzer agreed to poll her colleagues to determine what actions were taken to improve services during this time period.

The meeting adjourned at 3:45.

Joanne will contact the committee to schedule the next meeting.