

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

**CASSC Institutional Effectiveness Committee Meeting
November 3, 2006, 1:00 P.M.
Wolfson Campus, Room 5620**

Minutes

Present: Joanne Bashford Isabel Hernandez
 Andrea Bermudez (by phone) Theresa Jones
 Nicole Bryant Dwight Smith
 Rose Colon Cathy Morris
 Gina Cortes Suarez (by phone)

Not Present: Paola Cabrera Malou Harrison
 Catherine Hanus-Zank Judy Schmelzer

1. The July meeting minutes were accepted as written.
2. Committee members shared overall and specific comments about the annual reports that they reviewed. The committee agreed that the 2006 reports show noticeable improvement and are a better reflection of the work done in the schools, disciplines, and service areas. Most include a more thorough discussion of expected learning and service outcomes, assessment of the outcomes, and the use of assessment results to improve.

Members written comments will be compiled for each campus and shared with the deans before work on next year's reports will begin. Several other good suggestions were made to enhance the reports and the approval and submission process:

Feature outstanding reports (especially specific sections) at CASSC. The committee recommended that the following areas be asked to make brief presentations at future CASSC meetings: Honors College (outcomes and assessment methods); Community Education (use of direct assessments in ABE/GED); Aviation (especially the goals and rationale for setting); Allied Health (radiography program example); Architecture (outcomes and assessment methods). ***Malou will discuss with CASSC Steering Committee to invite and schedule.***

Schedule "workshops" to review school and discipline reports and committee comments regarding opportunities to strengthen outcome assessment. This should be done prior to conference day before work on 2007 reports would begin, and should make use of campus managers' meeting times or other existing meeting schedule. ***Andrea will discuss with Academic Deans to determine interest and the best way to schedule.***

Build progress checks into the reporting process to keep Schools, Disciplines, and Service Areas on schedule and identify training or support needs. A mid-year update on goals, and/or early date for first drafts could help areas complete reports in a timely way. ***Committee members should discuss this idea with their respective schools, disciplines, or service areas to determine interest in doing this.***

Regular school, discipline and service area verbal reports during CASSC meetings would provide an opportunity to highlight work being done within disciplines, keep discipline faculty and CASSC informed and report progress on goals. ***Isabel will discuss further with the CASSC Chair.***

Review status of District Operation reports to determine if they should be included in the process and on the site. Joanne will discuss with Provosts.

3. ***Dwight gave an update on the status of the General Education Review and Assessment process.*** Faculty-developed assessment tasks measuring 9 of the 10 outcomes are currently being administered by selected faculty in their classes to reach a 10%+ sample of potential graduates. Student work will be rated using faculty-developed rubrics for each outcome. One outcome will be measured using the Computer Skills Placement Test currently being offered in each campus testing department. Assessment results will be shared during conference day in context with other evidence of attainment of general education outcomes. The results will be used to enhance the curricular and co-curricular experiences of students to ensure that they meet all outcomes prior to graduation.
5. Joanne gave an update on changes to the Gordon Rule, which now requires college-level writing assignments and assessment, in lieu of a word count. The process for using assessment results at the college and/or discipline level to enhance students' opportunities to strengthen writing abilities are still being discussed. The process could provide strong formative assessment results to complement the summative assessment of graduates' written communication skills in the general education outcomes assessment.
6. Andrea gave an update on the QEP. The discipline is planning their next retreat around QEP work and progress, taking steps to standardize frequent testing, monitor other strategies, and include math study skills in SLS classes.
7. Joanne briefly discussed several student surveys being conducted this Fall Term including the Enrolled Student Survey, the Baccalaureate ESS, an ad-hoc survey of students opinions and preferences for class schedule options, and a phone survey of students who registered within two weeks of the first day of classes.
8. IR has obtained quotes from several consultants to conduct a Market Needs Analysis. Through the study, we hope to analyze community training needs, trends affecting enrollment, impact of competitor institutions, and the effectiveness of marketing messages to best position the college. Approval to move ahead is pending.

9. IR recently completed a Graduate Survey and the report has been posted to the IR website. Other studies developing or underway include the effectiveness of using Tablet PC's in the nursing and education programs/courses, and a controlled study of service learning in college preparatory courses. Malou is completing work on an employee survey of satisfaction with student and support services, which will likely be administered in the Spring.

The meeting adjourned at 3:00.

Joanne will contact the committee to schedule the next meeting.