

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

**CASSC Institutional Effectiveness Committee Meeting
October 26, 2007, 1:00 P.M.
Wolfson Campus, Room 5620**

Minutes

Present: Joanne Bashford Beverly Moore-Garcia
 Nicole Bryant Judy Schmelzer
 Sheri Goldstein Carol Tulikangas
 Theresa Jones Melissa Lammey
 Pam Menke

Not present: Armando Ferrer Grace Telesco

- The committee welcomed several new members and reviewed our charge.
- The committee approved the February meeting minutes with one change.
- Joanne described the process used to refresh the **Strategic Plan** and changes made to the goals and objectives, especially those that relate directly to the work of the CASSC IE Committee. Committee members were invited to review the latest draft of the plan on the web:
https://www.mdc.edu/planning_and_effectiveness/strategic_planning.asp and **provide comments or suggestions to Joanne by November 15th.**
- Joanne updated the committee on the status of **learning outcomes assessment** for Fall 2007. Faculty who teach selected classes have been notified and information sessions for faculty have been held across campuses. The sample includes classes with a sufficient number of potential term graduates, with some adjustments made to include enough A.S. degree seeking students and Honors College sections. Tasks 1 and 2 and the CSP will be administered this fall term. It was suggested that we check sample for any students who are enrolled in more than one selected class, as well as students who may have taken the assessments last year.
- Pam provided an overview of the **curriculum mapping** process. The committee discussed the **communication plan** and suggested that including outcomes in syllabi will emphasize the importance and relevance of the outcomes and encourage greater effort on the assessments. Sharing rubrics with students and developing self-assessments should also be considered. New students are learning about the outcomes through orientation and the handbook. It may also help to discuss assessment in the same venues, include outcomes and assessment in SLS classes, target students by including vignettes on the outcomes webpage, and consider additional opportunities to reach continuing and returning students.
- Committee members agreed to **review assigned annual reports and send comments to Joanne by December 1st.** Report assignments will be sent in a separate document. Members will submit written comments in bullet form for each "assigned" report related to:

- a. How well student learning or service outcomes are defined (course, course sequence, program level, college learning outcomes, services, etc.)
 - b. Whether appropriate assessment methods have been developed and implemented to support systematic review of the outcomes.
 - c. Evidence that assessment results are being used to improve services and enhance student learning.
 - d. Goals are supported by data or other evidence.
- **Committee members will send suggestions for revisions to annual report templates to Joanne by November 15th.**
 - **Academic area report:** Carol reported that the Academic Deans are concerned about progress made to implement and evaluate the QEP strategies. Joanne will attend the next ALC meeting to update on status of evaluation. Pam reported on the adjunct faculty survey that was administered recently and noted that another survey may be needed.
 - **Student services report:** Sheri reported that point-of-service surveys are being used by many areas and changes are being made based on the results. She also described the survey monitored by the Call Center and how student concerns are addressed. Joanne described the recent “secret shopper” study of financial aid services that was initiated by the Provost for Operations.
 - **Administrative services report:** Judy reported that an employee survey will be conducted this year to assess satisfaction with administrative services. The deans are also looking into models for specific services that include turnaround time for requests and other quality indicators. The deans are taking an active role in sponsoring green events and exploring recycling options. She also described the foreign physician retraining program offered through REVEST.
 - **Institutional research report:** Joanne shared information about several recent IR reports including the CCSSE Benchmark and General Education reports, the Performance Based Budgeting capsule, and the Excess Credits research note.

The meeting adjourned at 3:00. Joanne will contact the committee to schedule the next meeting.

Distribution: CASSC IE Committee members
CASSC Chair
Provost for Academic and Student Affairs
Provost for Operations