

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

**CASSC Institutional Effectiveness Committee Meeting
January 29, 2008, 1:00 P.M.
Wolfson Campus, 7166**

Minutes

Present: Joanne Bashford Sean Madison
 Armando Ferrer Pam Menke
 Rene Garcia Judy Schmelzer
 Sheri Goldstein Carol Tulikangas
 Teresa Jones Mark Nestor
 David Kaiser Grace Telesco
 Melissa Lammey

Not Present: Nicole Bryant Beverly Moore Garcia

- The committee approved the October minutes as written.
- The committee discussed their reviews of the Annual Reports and the revised templates. After receiving a few remaining report comments, Joanne will send to each campus president and the deans to help as they prepare reports for 2007-08.
 - The group agreed that reports are better than in previous years but there is still room for improvement in many. The deans will be asked to provide suggestions about training or other help that is needed to improve the quality of reports and assessment efforts next year.
 - The review process and approval path for Learning Resources reports needs to be discussed further. **Joanne and Mark will talk with the Campus CIO's about who should work directly with them to improve reports and who should be the primary audience or approver of the reports.**
 - The group reviewed changes made to the academic discipline/school template based on suggestions received to date. It was agreed that item #3 in the template needs more information and that possible sources of data should be included. **Joanne will send again to committee members along with service area and learning resource report templates for final comments/approval.**
 - The committee agreed to identify a sample report to serve as a model. **Members should send "nominations" to Joanne.**
- Sean proposed a process to provide incentives or awards for the strongest reports and best use of assessment to improve. A subgroup was formed to refine the process and recommend appropriate awards. **Carol, Sheri, Mark, and Judy will work with Sean and report at the next meeting.**
- Sean updated the committee on the status of the Learning Outcomes Assessment process.
 - Scoring of Tasks 1 and 2 will be done 1/31 and 2/1. Samples are being drawn for the Spring administration of Tasks 3-5.

- Several presentations on learning outcomes assessment will be made during conference day under the “Student Achievement and Success” track.
 - A consultant, John Mueller, will be conducting a workshop during the two morning sessions on designing performance based assessment, primarily for the academic areas. To promote his workshop, **Sean will email deans information about the session. They will forward to discipline conveners and school directors to encourage participation.**
 - Joanne will work with Donna Jennings to meet with the School Directors to find out what assistance might be needed to enhance outcomes assessment.
- Pam Menke discussed the Five-Year Academic Program Review process and proposed that the CASSC IE Committee play an active role in reviewing since there is currently no step that involves a college-wide group except CASSC. The committee did not approve this idea, and suggested that oversight and review of 5-year program review reports would best be handled by another group.
 - Carol reported on QEP status – strategies are being implemented and there is lots of activity around the QEP.
 - Armando reported that there will be another annual student services retreat in March to review goals and plan for next year.
 - Judy reported that the administrative deans are almost ready to administer an employee survey of satisfaction with services. They are also working with HR on the new SNE hiring process, contributing to learning outcomes assessment through Earth Day activities and other initiatives, and working on branding and consistency across campuses.
 - Mark will check on the status of two remaining annual reports and will invite Joanne to the next CIO meeting.
 - David reported on recent IR work – Perkins Performance measures, 2007-08 early FTE2 projections, data requests for OPPAGA, Fall profiles, and a few other projects.

The meeting adjourned at 3:30.

Joanne will schedule the next meeting.

1. Academic area report (initiatives, updates from Academic Leadership Council) – Carol Tulikangas
2. Student service area report (initiatives, updates from Student Deans meeting) – Armando Ferrer
3. Administrative area report (initiatives, updates from Administrative Deans) – Judy Schmelzer
4. Learning resources area report (initiatives, updates, etc.) – Mark Nestor
5. IR report (recent reports) – David Kaiser

