# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

October 14, 2021

## 2:00 – 3:00 pm

Via ZOOM

<https://cccconfer.zoom.us/j/94622720807>

### Co-Chair - Admin, Dominique Benavides, Director

Co-Chair - Faculty, Andrew Park

Committee Members Present: Didem Ekici, Andrew Park (note-taker), Frank Nguyen Le, Dominique Benavides, Kawanna Rollins, Diana Bajrami, and Khalilah Beal-Uribe

Guests Present: Jayne Smithson, Drew Burgess, Rochelle Olive, and Nathaniel Jones

Meeting called to order at 2:05 p.m.

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| 1. **Approval of the Agenda**   Moved by D. Ekici, seconded by K. Rollins. M.S.U. | Action | Chairs |
| 1. **Approval of the Minutes** –  * May 13 minutes – shared by D. Benavides. Motion to approve by K. Rollins, seconded by A. Park. M.S.U. * September 9 minutes – shared by D. Benavides. Motion to approve by F. Nguyen Le, seconded by D. Bajrami. M.S.U. | Action | Chairs |
| 1. **Introductions and Committee Membership for 2021-22**   Welcome to new committee member Frank Nguyen Le! Also looking forward to seeing Shalamon Duke and Louie Martirez y McFarland at future meetings as new committee members. | Informational | Andrew Park and Dominique Benavides |
| 1. **Just in Time Data Retreat Recap**   D. Bajrami gave a recap of the October 7 and 8 retreat, including:   * First “hyflex” meeting of such scale with people joining in-person and by Zoom, as a result of many different college constituents (office of instruction, curriculum, chairs, …) working together. A lot of good feedback about presentations. * Shout-out and appreciation to classified professionals for managing the logistics of the meeting, as well as student workers who participated and gave feedback. * Also appreciation to D. Benavides for providing and presenting the data for the retreat.   Plan to hold a similar meeting for Guided Pathways work (and including Student Services) was shared: we asked for an extension of IEPI grant for a year (citing COVID); as we wrap up the grant, it would be good to jump-start/re-start Guided Pathways work.  Presenter asked participants to complete the survey about the retreat.  Drew Burgess, D. Bajrami, D. Benavides, and D. Ekici participated in the Q&A and sharing of their perspectives about the 2-day retreat, including a discussion of possible focus on growing dual enrollments. | Informational | Dominique Benavides and VPI Diana Bajrami |
| 1. **Update on Program Review/Annual Program Updates**   D. Benavides gave an update: Nearly all of our programs have completed program review in the past 2 years; only 4 programs need to do comprehensive program review, and the rest only need to complete annual program update (APU). There will be about one month for completion of program reviews and APUs (due Nov. 15/19). IEC will have a little less than a month to validate the reviews, and a master spreadsheet (of resource and personnel requests) will be provided to chair of chairs around Dec. 14.  A. Park, Jayne Smithson, F. Nguyen Le, D. Benavides, Rochelle Olive, and D. Bajrami participated in discussion and Q&A, which included:   * Connection between program reviews/APUs and our (full-time) faculty hiring prioritization process * Different requests and data that feed into different college governance bodies (faculty prioritization requests through academic senate; facilities and equipment requests through budget committee)   D. Benavides is also working on other items that relate to regular assessment of institutional effectiveness:   * District is working on CurriQunet META program review template (our current effort at having an online program review system more systematic than filling out Word documents); will ask Laney colleagues to demonstrate their use and bring it to December IEC meeting to look at pros & cons of this approach. * We need administrative program review (pointed out by president and ACCJC); will share a template from Dr. Jones with the committee for review.   A. Park and F. Nguyen Le participated in a discussion about Program Learning Outcomes (PLOs) and the process for assessing them on CurriQunet META.  D. Bajrami noted the necessity for collegial discussion in the program review process, both as program review templates are distributed through the department chairs and as completed reviews are returned. | Informational | Dominique Benavides |
| 1. **Diversity ILO**   D. Benavides presented the Diversity ILO (college learning outcome), which college council adopted as the ILO to focus on assessing. We are participating in CCSSE race and ethnicity pilot survey developed by the Guided Pathways workgroup; data summary will be provided with request for feedback.  For the Student Equity Plan, the institution needs to review student equity metrics; D. Benavides is planning on completing reviewing the data and presenting it to Student Equity Committee at their next meeting.  Drew Burgess, D. Benavides, F. Nguyen Le, and Nathaniel Jones participated in discussions about several related topics and ideas, including:   * Encouraging student leadership, for example, around gender expression; Natalie Rodriguez is working on student focus group (for our HSI grant) for LatinX students and gathering their perspective during COVID. * Reminder to faculty, in completing program reviews, about the Diversity ILO as the college learning objective college council adopted as the learning objective to focus on. * Admin program review and preparation for Educational Master Plan process planned for Spring 2022. | Informational | Dominique Benavides |
| 1. **Other Items**   None. | Informational | Chairs |
| 1. **Adjournment**   Motion to adjourn by F. Nguyen Le, seconded by D. Bajrami. M.S.U. |  | Chairs |
| Next meeting Dec. 9, 2nd Thursday of the month, 2-3:30 p.m.  (No meeting on Nov. 11, which is a holiday.) |  |  |

**Our Mission**

The Mission of College of Alameda is to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.