# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Dec 10, 2020

## 2:00-3:30 pm

Via ZOOM

https://cccconfer.zoom.us/j/5833887631

Co-Chair - Faculty, Andrew Park

Co-Chair - Admin, Dominique Benavides, Director

Committee Members Present: Dominique Benavides (admin co-chair), Don Miller, Andrew Park (faculty co-chair; note-taker), Nicole Kelly, Matthew Goldstein, Lydell Willis, Khalilah Beal-Uribe

Guests Present: Brenda Lewis, Horacio Corona Lira, Shalamon Duke

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

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| **1. Approval of the Agenda**  M. Goldstein moved to approve; N. Kelly seconded; M.S.U. | Action | Chairs |
| **2. Approval of the Minutes – Sept., Oct.(notes) & Nov.**  M. Goldstein moved to approve; L. Willis seconded; 5 yea, 2 abstain, 0 nay | Action | Chairs |
| **3. ACCJC Update**   Updates from M. Goldstein (academic senate president) and D. Miller (VPI and formerly interim president):   * Institutional Self-Evaluation Report (ISER) has been circulated and reviewed by college council and academic senate. * ACCJC is visiting next week (Dec. 16-17) regarding the special report submitted this year (report available on college website: <https://alameda.peralta.edu/about-coa/accreditation/>). We are waiting from ACCJC’s visiting team (a small team of 3 people) on whom they would like to meet with. Academic senate president and college president are on stand-by. * Recommend reviewing ISER ([link on BoardDoc](https://go.boarddocs.com/ca/peralta/Board.nsf/files/BW76B914195A/$file/COA%20ISER%20FINAL%2012.1.20.pdf)) and being familiar with relevant areas for the upcoming big visit in March. | Information | Andrew Park – Dominique Benavides |
| **4. Institutional Set Standards – SCFF metrics**  D. Benavides gave an overview of metrics used for SCFF supplemental allocation ("California Community Colleges Student Centered Funding Formula FY 2019-20 Metric Definitions”). The sub-committee formed at the last meeting will meet in spring to look at SCFF metrics and the methodology used to set standards, as well as equity-related components, in detail and bring recommendations back to IEC for approval. As these metrics represent priorities of the institution (and CCCCO and ACCJC), this is important.  A. Park participated in the discussion and D. Benavides explained some of the considerations that go into determining some of the metrics (e.g. For AB540 students, whether to count students who identify CoA as “home campus,” or to count students who take certain number of units, etc.; similar concerns come up for several other metrics as well, such as successful transfers to a 4-year university).  Institutional Set Standards approved by IEC at the last meeting were brought to the academic senate meeting on Dec. 3 as an informational item. It will be brought to college council in January. | Information | Andrew Park – Dominique Benavides |
| **5. Program Review Update**  Review templates for instructional programs were sent out (due Feb. 1); templates for student services will be sent out next week; given the delay in templates being sent out, the deadlines will be extended to Feb. 15 for these areas. Fewer than 1/3 of the areas need to do comprehensive review this year as most areas did comprehensive review last year with the online module. Review this year uses Word document templates containing the same questions that were in review modules last year. D. Benavides will be available for appointments and providing assistance to program leads completing comprehensive reviews and annual program updates (APUs).  L. Willis and D. Miller participated in the discussion. | Information | Dominique Benavides |
| **6. IRB Update**  At the beginning of September, a template for CoA institutional review board (IRB) was presented. For next steps, D. Benavides will be seeking input from institutional researcher at Skyline College for comparison with their IRB process; will be gathering together staff and faculty (N. Kelly and Drew Burgess) who expressed interest in being involved in the process. Also might recommend some members taking course on IRB process (about $100; funding may be available). There were some grants that we applied to (e.g. DHSI grant) that require IRB process, and we have some research requests. Until we have an established IRB process, any requests that need to be reviewed will be reviewed by Dr. Jones (new college president) and college council. Hope to provide updates early next semester. | Information | Dominique Benavides |
| 7. Other - None |  |  |
| **8. Adjournment**  Meeting adjourned at 2:42 p.m. |  |  |
| Future Meetings – Second Thursdays, 2-3:30p.m., Fall 2020 |  |  |
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**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.