# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

December 9, 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: Dominique Benavides, Frank Nguyen Le, Andrew Park (note-taker), Kawanna Rollins, Diana Bajrami, Louie Martirez y McFarland, Khalilah Beal-Uribe

Guests Present: Jayne Smithson

Meeting called to order with quorum at 2:13 p.m.

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| 1. **Approval of the Agenda**   Moved by F. Nguyen Le, seconded by K. Rollins. M.S.U. | Action | Chairs |
| 1. **Approval of the Minutes** –  * October 14 minutes – shared by D. Benavides. Motion to approve by K. Rollins, seconded by F. Nguyen Le. M.S.U. | Action | Chairs |
| 1. **Program Reviews & APUs**   D. Benavides presented on the status of program reviews and APUs being completed this year. Two (2) comprehensive program reviews were received, and most other departments completed APUs. Seeking volunteers to help validate the program reviews and APUs.  Volunteers for reading through program reviews: Jayne Smithson and L. Martirez y McFarland  Committee members are asked to each read at least 2 APUs; SharePoint link to the completed APUs and program reviews will be shared after the meeting.   L. Martirez y McFarland, A. Park, D. Bajrami, J. Smithson, and D. Benavides participated in the discussion about items to look for in APUs, applicable criteria, and process for communication back to lead faculty.  A point was raised regarding “expert review” (i.e. people in roles in curriculum, SLOs, institutional researcher, etc.), and it was noted that CurriQunet META has this type of workflow built in. D. Benavides will work on getting a demo (from Laney people who have been trying it out), and F. Nguyen Le will start the ticket on having the module turned on for CoA. | Action | Dominique Benavides and Andrew Park |
| 1. **Guided Pathways – Educational Master Plan**   D. Benavides and D. Bajrami presented on the ongoing GP work.   Planning meeting was held yesterday for Guided Pathways, to help transition to the new GP team consisting of Maurice Jones, Marissa Nakano, and Julie Saechao. Features of the new website (alameda.edu) that supports GP work have been highlighted at the meeting; the student participation added greatly to the discussion as well.  We (former GP leads and director of institutional research) will be working with the new leads for a workshop at the flex day and also follow up on CCSSE survey and present at the flex day; participation from all levels of college leadership is needed (“breaking silos”).  On Educational Master Plan, please respond to the request from college president to consider participating in the sub-committees for the EMP process when we return in Spring. IEC traditionally had a big role in previous EMP processes (helping with environmental scan, etc.); we will soon figure out the exact division of labor between the district and our institutional research.  D. Bajrami, D. Benavides, and A. Park participated in the discussion. | Informational | Dominique Benavides and VPI Diana Bajrami |
| 1. **SLO Workshop for Spring Flex**   We are planning an SLO workshop for Spring flex day. Request to ensure that SLO workshop doesn’t overlap with GP meeting on flex day (support for having GP presentation be part of plenary was expressed). The workshop will focus on use of SLO assessment data in program reviews and APUs.  K. Beal-Uribe, D. Bajrami, D. Benavides, and A. Park participated in the discussion and Q&A. | Informational | Andrew Park |
| 1. **Other items**   A feedback for the new website: committees need to be able to update their portion of the website, particularly for on-going agenda and minutes updates. D. Benavides will follow up with college president. | Informational | Chairs |
| 1. **Adjournment**   Motion to adjourn by K. Rollins, seconded by F. Nguyen Le, M.S.U. |  | Chairs |
| *Happy Holidays and Wishing you all good health and happiness in the New Year!*  Next meeting February 10, 2nd Thursday of the month, 2-3:30 p.m. |  |  |

**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.