# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

February 10, 2022

## 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, Didem Ekici, Frank Nguyen Le, Andrew Park (note-taker), Kawanna Rollins, Diana Bajrami, Louie Martirez y McFarland, Khalilah Beal-Uribe

Guests Present: Nathaniel Jones, Rochelle Olive

Meeting called to order at 2:04 p.m.

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| 1. **Approval of the Agenda**   Moved by K. Rollins, seconded by F. Nguyen Le. M.S.U. | Action | Chairs |
| 1. **Approval of the Minutes** –  * December 9 minutes – shared by D. Benavides. Motion to approve by K. Rollins, seconded by K. Beal-Uribe, with one note to correct typo on a committee member name. M.S.U. except for one abstention | Action | Chairs |
| 1. **Program Reviews & APUs**   D. Benavides updated the committee on reviewing/validating program reviews and APUs. Two volunteers (Jayne Smithson and L. Martirez y McFarland) review the program reviews. Kudos to Prof. Smithson who also read and completed validation forms for all APUs! Committee will continue discussion on improving the process: support expressed for validating APUs similarly to program reviews; figuring out how to work in expert review (curriculum, SLO, etc.) into the workflow.  D. Bajrami, K. Rollins, D. Ekici, F. Nguyen Le, and A. Park participated in the discussion. Example of a reflective and collegial validation report (credit to Jayne Smithson) was shared by D. Benavides and discussed. | Discussion | Committee |
| 1. **Educational Master Plan Committee**   Dr. Jones presented on development of Educational Master Plan (EMP). The subcommittees for EMP were presented at College Council; organized as a sub-committee of IEC, they will take primary charge of day-to-day activities relating to EMP. Members of sub-committee are members of IEC and others with relevant knowledge, experience, and/or interest.  D. Benavides, Dr. Nathaniel Jones, A. Park, Rochelle Olive, D. Bajrami, F. Nguyen Le, K. Rollins, and D. Ekici participated in discussion and Q&A regarding formation of and the work of EMP subcommittee. | Informational | President Jones/Dominique Benavides |
| 1. **SLO Workshop for Spring Flex Report Out**   K. Beal-Uribe reported out on Flex Day workshop, which was well attended. The presentation on Level 1 and Level 2 assessments (not quite at Level 5 yet) were shared, connecting to APUs and Program Reviews with Math department as example. Screenshots of different review screens were shared. A. Park provided individual 1-on-1 assistance during the workshop in a break-out room.  K. Beal-Uribe, D. Ekici, and A. Park participated in the discussion. | Informational | Khalilah Beal-Uribe |
| 1. **SEA Metric Report Out**   D. Benavides shared the presentation at Student Equity and Achievement (SEA) Committee meeting in late December (re-scheduled from the previous November meeting time). The presentation covered relevant data and information (metrics and goals in SEA plan submitted in 2019, online course enrollment data pre-COVID, number of SEPs for matriculating students, completion data of transfer-level English and Math, CCCCO Vision 2022 goals, etc.).  K. Beal-Uribe, F. Nguyen Le, D. Benavides, D. Bajrami, A. Park, D. Ekici, and L. Martirez y McFarland participated in the discussion. | Informational | D. Benavides |
| 1. **Other items**   Demo of program review module and discussion of faculty hiring prioritization process to be covered next meeting. |  | Chairs |
| 1. **Adjournment**   Moved by F. Nguyen Le, seconded by K. Rollins. M.S.U. Meeting adjourned at 3:29 p.m. |  | Chairs |
| Next meeting March 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.