# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

April 9, 2020

## 2:00-3:30 pm

~~Room L-237~~ Online by ConferZoom

### Co-Chair - Admin - Don Miller, VPI

Co-Chair - Faculty - Andrew Park

Committee Members Present: Don Miller, Amy Lee, Dominique Benavides, Andrew Park (minute-preparer), Khalilah Beal, Matthew Goldstein, Natalie Rodriguez, Lydell Willis, Nicole Kelly

Guests Present: Allen Tam, Drew Burgess, Cathy Summa-Wolfe, Didem Ekici, Jayne Smithson, Kawanna Rollins

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

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| **1. Approval of the Agenda**  Motion to approve the agenda by N. Kelly, seconded by L. Willis. Moved, Seconded, Unanimous (M/S/U). | Action | Chairs |
| **2. Approval of the Minutes**  Motion to approve the minutes by N. Rodriguez, seconded by N. Kelly. M/S/U. | Action | Chairs |
| **3. Program Review – final follow-up and process for next year**  A. Park, D. Benavides, D. Burgess, and M. Goldstein participated in the discussion, reflecting on parts of online program review that went well and parts that were challenging. Some parts that were challenging included format in which SLO assessment plan is entered. District and campus researchers are meeting to discuss future changes based on feedback they have received; student services program review template needs a significant amount of work/important updates.  In future review cycles, D. Benavides will be available as full-time institutional researcher to provide assistance to programs (big contrast from last cycle, when she had limited hours at CoA).  M. Goldstein emphasized importance of simplicity and accessibility, and requested that this be a priority as we continue to revise/evaluate online program review. | Discussion | Dominique Benavides, Chairs |
| **4. Role of Institutional Research in Enrollment Management**  A. Park, D. Benavides, and D. Burgess participated in the discussion, reflecting on expanded role of institutional research in enrollment management, going to the heart of why the college pushed for a director of research *and* planning, supporting the work of the educational institution. Currently office of institutional research and planning is engaged in: continual analysis of enrollment and success data (which helped in decision making in light of FTEF cuts), ACCJC annual report data (i.e. updating Institution Set Standards, etc.), involved in data collection for HSI, NSF grant, HIS-STEM, etc. to bring in funds to support students/faculty, etc. to meet programmatic needs.  Institutional research also helps us understand as we look at performance metrics (retention and graduation rates) not just enrollment numbers, whether what we are currently doing is working for our students (considering local environments, etc.). | Discussion | Dominique Benavides, Chairs |
| **5. Guided Pathways Cohort 2 Acceptance**  D. Miller presented on CoA’s acceptance into Guided Pathways Cohort 2. In response to the state’s request for interest, CoA submitted a 2.5-page response expressing interest, sharing the degree mapping work by the GP Design Team. We received word 2 weeks ago that we were accepted for Cohort 2 (adding to 20 original community colleges that participated in a cohort, whose work was the basis for statewide Guided Pathways program). Joining this cohort will mean trainings on campus for GP work with opportunity to join fellow colleges and cohort to share ideas and work more directly and added levels of support as we finish out the initial years that have been funded.  Academic senate continues to be involved in the conversations around Guided Pathways work and cohort. | Information | Don Miller |
| **6. Accreditation Updates**  Written update from ALO Tina Vasconcellos:  I. All Substandard Chairs and their teams have uploaded their first drafts that include narratives rather than just bullets to the SharePoint  II. Evidence is still being identified and collected  III. The next ISER meeting is April 13th where we will review status and discuss next steps.  IV. Given the COVID-19 move to remote and online- I *[Dr. V]* have not had the time to review the ISER submissions. I will do so this weekend prior to the Monday meeting.  A. Park, D. Burgess, M. Goldstein, C. Summa-Wolfe, and D. Miller participated in discussion on timeline for completion of ISER, extent of faculty input and leadership in ISER draft process, and possible changes in accreditation timeline/process due to COVID-19. | Information | Chairs |
| **7. Student Outcomes Assessment**  A. Park gave general information on current state of preparation for next accreditation cycle, in SLO assessments. There are still many courses that need assessment; we will take stock of where we are at the end of Spring 2020 and push for completion/catch-up for this cycle in Fall 2020. We might want to follow example from other colleges (e.g. Cañada) to engage the academic senate to reform the process, to make them more meaningful for teaching and learning (but this will have to be for next cycle).  D. Burgess, D. Miller, and M. Goldstein participated in discussion on documenting robust discussions on assessment that are already happening and working the routine, effective assessments faculty already do as part of teaching courses into documented SLO assessments. | Information | Don Miller |
| **8. Ongoing COVID-19 Discussions (DE, etc.)**  D. Miller gave updates on the amazing works of DE coordinator and DE committee chair (Jenn Fowler and Diana Bajrami), responding right away to the COVID-19 emergency, providing online teaching training and support. For blanket DE addendum, the initial approval covered through end of Spring 2020; for Summer and Fall 2020, there is more robust requirement for documentation and planning, and these processes have started and are on-going.  D. Benavides shared preliminary results from student tech need survey that the district sent out, in response to COVID-19 emergency and the move to remote learning.  D. Burgess, M. Goldstein, D. Miller, and J. Smithson participated in discussion on challenges in teaching online, re-designing courses to be taught online, limiting some of DE addenda for this emergency (not for regular teaching online) per faculty input, and the need for department conversations on successful teaching online. | Information | Don Miller |
| **9. Other – Temporary Institutional Review Board**  D. Benavides shared on-going efforts district-wide at establishing an approved IRB process for research requests and the need to establish an internal IRB process. While we wait for district effort to complete, we should consider a draft process for us (CoA) to use, with support from our local academic senate and shared-governance committees (IEC).  D. Ekici, N. Kelly, and D. Benavides participated in discussion about timelines for having IRB process in place to approve research requests, and whether CoA’s process might be adopted by the district for requests needing district-wide data access. |  |  |
| **10. Adjournment**  Meeting adjourned at 3:33 p.m. [D. Burgess “moved”, C. Summa-Wolfe “seconded”. M/S/U.] | Action | Chairs |

**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.