# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

May 14, 2020

## 2:00-3:30 pm

Via ZOOM <https://cccconfer.zoom.us/j/819823591>

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

Co-Chair – Faculty – Andrew Park

*Sub Co-Chair - Admin - Dominique Benavides, Director*

Committee Members Present: Dominique Benavides, Nicole Kelly, Natalie Rodriguez, Andrew Park, Khalilah Beal-Uribe

Guests Present: Drew Burgess, Kawanna Rollins, Linda Thompson

Meeting called to order at 2:05 p.m. without quorum

|  |  |  |
| --- | --- | --- |
| 1. **Approval of the Agenda** | Action | Chairs |
| 1. **Approval of the Minutes**   April 9 meeting minutes shared; approval tabled to next meeting with quorum. | Action | Chairs |
| 1. **Institutional Review Board process - Update**   D. Benavides shared the draft IRB process, with approval criteria based on federal requirements.  Members and guests A. Park, D. Burgess, and N. Kelly participated in the discussion regarding the scope and need for an institutionally approved process. | Discussion | Dominique Benavides,  Chairs |
| 1. **IEPI – Update**   At the request of PRT, updated the team on:   * Guided Pathways progress (by Don Miller and N. Kelly) regarding new leadership roles in staff, faculty, and admin. * Data coaching – need to connect to Guided Pathways leads * Campus Climate Surveys – because of COVID-19, could not do usual CCSSE survey, but SENSE survey can be done online (ccsse.org/sense) * Climate survey for faculty and staff – links to be sent out soon * Qualtrics (5 licenses purchased for various needs)   D. Burgess and A. Park participated in the discussion after the presentation by D. Benavides. | Discussion | Dominique Benavides,  Chairs |
| 1. **Program Review – Update**   Working with consultants to continue to improve the online review modules (Laney is fully on board with the district-wide online program review system). Remaining issues will be addressed and tested over summer, and program review modules need to connect to CurriQunet META. | Discussion | Dominique Benavides,  Chairs |
| 1. **National Postsecondary Student Aid Study – Update\**   <https://nces.ed.gov/surveys/npsas/about.asp> | Discussion | Dominique Benavides,  Chairs |
| 1. **Other** 2. Park asked if maintaining *all* committee websites current is really IEC responsibility. (Answer: Yes. Needs follow up.) | Information | Committee |
| **8. Adjournment** |  | Chairs |
|  |  |  |
| Future Meetings – Second Thursdays, 2-3:30p.m., Fall 2020 |  |  |

**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.