# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Sept 10, 2020

## 2:00-3:30 pm

Via ZOOM

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

### Co-Chair - Admin, Lilia Celhay, Interim VPI

Co-Chair - Faculty, Andrew Park

*Sub Co-Chair - Admin, Dominique Benavides, Director of Research and Planning*

Committee Members Present: Dominique Benavides (admin co-chair), Lilia Celhay, Lydell Willis, Natalie Rodriguez, Nicole Kelly, Andrew Park (faculty co-chair; note-taker)

Guests Present: Allen Tam, Jayne Smithson, Shalamon Duke, Horacio Corona Lira, Peter Pappas

Meeting called to order at 2:04 p.m. Quorum met at 2:20 p.m. Agenda items 1 and 2 were covered after the quorum has been met.

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| 1. **Approval of the Agenda**   Motion to approve the agenda as sent: Moved (N. Kelly) / Seconded (N. Rodriguez) / Unanimous. | Action | Chairs |
| 1. **Approval of the Minutes – April & May**   Motion to approve the minutes for April and May 2020 as sent to the committee members: Moved (L. Willis) / Seconded (N. Rodriguez) / Unanimous. | Action | Chairs |
| **3. IEC – Membership**  Admin changes – D. Benavides (college director of research and planning) will serve as admin co-chair for the committee.  Faculty (Andrew Park, Khalilah Beal-Uribe, Vivian Virkkila) and Staff (Natalie Rodriguez, Lydell Willis, Nicole Kelly) membership remains same. Committee appointments last for the calendar year; as there may be new appointments at the end of calendar year, interested faculty should express interest to academic senate president.  IEC charge of keeping *all* committee websites up to date (in support of accreditation requirements) was also discussed under this agenda item. D. Benavides, A. Park, N. Rodriguez, and J. Smithson participated in the discussion. IEC co-chair Benavides will reach out to the committees regarding posting agenda and minutes. | Discussion/  Action | Andrew Park |
| **4. ACCJC update**  D. Benavides has been working with the college executive leadership to complete the ISER (institutional self-evaluation report) that different teams have been working on since last year. The report is almost complete and will go through appropriate chains soon for approval. | Information | Dominique Benavides |
| **5. Program Review Update**  L. Celhay presented on the meeting with VC Siri Brown and all VPIs. Program review templates and data dashboards are now available on the district website (<https://web.peralta.edu/programreview/>), and D. Benavides and L. Celhay will work on a page on College of Alameda website as a repository/reference for program review. D. Benavides will also be available to support program leads, department chairs, and faculty completing program reviews. There are some additions (Qualtrics for survey and getting review modules to talk to CurriQunet META for curriculum and assessment) that are still being worked on.  A. Park also participated in the discussion. | Information | Lilia Celhay,  Dominique Benavides |
| **6. Strategic Enrollment Plan – Proposed**  D. Benavides shared the Strategic Enrollment Management Plan from the college president. A copy will be sent to the committee members (and guests in attendance) for discussion and approval at the next meeting. SEM plan hasn’t been updated for some time; the version to be approved next meeting was most recently updated over summer. D. Benavides provided an overview of the 8 components: Systems and Data, Planning and Reporting, Facilities, Technology, Student Services, Instructional Innovation, Professional Development, and Communication. And New Activities Since Original Development of SEM.  N. Kelly, L. Celhay, D. Benavides, and A. Park participated in the discussion. *If* a special meeting of IEC before October meeting is needed to meet a required timeline for SEM plan approval, D. Benavides will reach out. | Information | Dominique Benavides |
| **7. IRB update**  D. Benavides updated the committee on the progress of developing and getting approval for College of Alameda institutional review board (IRB) process so far. Current draft has been shared with the academic senate at the May meeting; will meet soon with N. Kelly and Drew Burgess to refine, update, and develop a process to be reviewed and approved. There is some sense of urgency and need as some of the grants (NSF grants in particular) that the college was applying for needed this process in place. | Information | Dominique Benavides |
| **8. AB705 Update**  D. Benavides presented on AB 705 committee meetings at CoA. Guided self placement is available for students (<https://alameda.peralta.edu/student-service/placement/>). District-wide, data and analyses of throughput rates (how quickly students get through transfer level classes) are being shared with English and Math departments as they become available. We have only 1 year of implementation data (actually less, because of impact of COVID-19 on Spring 2020). We are looking at effectiveness of self-placement.  A. Park, D. Benavides, and L. Celhay participated in the discussion. | Information | Dominique Benavides |
| **9. Other**  A. Park and L. Celhay participated in the discussion about a new proposed committee/group (separate from IEC) for focused work on enrollment management, with reference to old enrollment management committee, which was folded into IEC some years ago. |  |  |
| **10. Adjournment**  Motion to adjourn the meeting: Moved (L. Celhay) / Seconded (N. Rodriguez) / Unanimous.  Meeting adjourned at 2:59 p.m. |  | Chairs |
| Future Meetings – Second Thursdays, 2-3:30p.m., Oct 8, 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.