# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

September 19, 2019

## 2:00-3:30 pm

Room L-237

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

Co-Chair – Faculty – Andrew Park

Committee Members Present: Natalie Rodriguez, Don Miller, Nicole Kelly, Andrew Park, Matthew Goldstein, Ysrael Quezon, Khalilah Beal.

Guests Present: Aja Butler

Meeting called to order at 2:12 p.m.

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|  1. Approval of the AgendaMotion to approve the agenda by M. Goldstein, seconded by Y. Quezon. Motion succeeds unanimously (M.S.U.). | Action | Chairs |
| 2. Discussion of meeting weekCommittee members Goldstein, Park, Kelly, and Quezon participated in the discussion. Agreed to meet on second Thursdays from 2 to 3:30 p.m. in L-237 starting in October, with the updated meeting time to be recommended to the college council.Co-Chair Miller explained the committee charge for the new members. | Action  | Don Miller |
| 2. Program Review timeline and validation District budget committee timeline drives the program review timeline. President Karas needs to present the prioritized resource requests in February, so the college needs to put the program review through shared governance process by end of fall.Co-Chair Miller also explained the validation process. Aja Butler and Members Park, Kelly, and Rodriguez asked questions about program review process and the role of SLO assessments.Members Park and Goldstein asked questions about the validation process (in-person? online?), with the details agreed to be re-visited in October IEC meeting.Validation meeting schedule is tentatively set for November 13, from 10 a.m. to 12 p.m. | Discussion and possible action  | Don Miller |
| 3. SLOACs and IEC work this fall- SLO assessments are done with the goal of self-reflection and improvement. With the new assessment management system (AMS, CurriQunet META), the number one priority is in getting all disciplines to complete assessment on the new AMS. SLOAC rep Andrew Park shared a list of disciplines and number of SLO assessments completed so far.Member Beal asked questions about assessment process for courses with multiple sections and instructors. | Discussion | Andrew Park |
| 4. ACCJC work to be carried out this fallWe are working on Institutional Self Evaluation Report (ISER), Standard 2 this fall, which mostly addresses the instructional areas. Members Park and Goldstein asked questions about ISER.ISER draft will be circulated through shared governance committees and will eventually need to be approved by the board before being sent to ACCJC. |  |  |
| 5. IEPI Visit October 15thLast year, President Karas requested assistance from Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT). PRT will visit this fall to help primarily with enrollment management and program review processes.VPI Miller will send out the most recent COA enrollment management plan.  | Information | Don Miller |
| 6. OtherCo-Chair Park requested that AS President Goldstein verify if current IEC faculty members are still willing to serve and appoint any replacements.  | Info |  Committee |
| 7. AdjournmentMotion to adjourn by Y. Quezon, seconded by N. Kelly. 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.