# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

September 9, 2021

## 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, Andrew Park (note-taker), Didem Ekici, Kawanna Rollins, Diana Bajrami, and Khalilah Beal-Uribe

Guests Present: Drew Burgess, Anthony Villegas, Frank Nguyen Le, and Jayne Smithson

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

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| 1. **Approval of the Agenda**   Moved by K. Rollins, seconded by D. Ekici. M.S.U. | Action | Chairs |
| 1. **Approval of the Minutes** – May 13 minutes   Approval tabled to next IEC meeting at A. Park’s suggestion. | Action | Chairs |
| 1. **Introductions and Committee Membership for 2021-22**   D. Benavides led the introductions. IEC membership includes 3 administrators, 3 faculty, and 3 classified (plus 1 student representative). For new admin committee members, it might be good to have VPs Tina Vasconcellos and/or Diana Bajrami on the committee but they will need “back-ups” as IEC meeting times overlap with other area meetings.  A. Park introduced the new faculty member Didem Ekici (new full-time faculty in ESOL). K. Rollins introduced classified members, noting that she appointed Louie Martirez y McFarland and is currently looking for an additional member to appoint.  D. Benavides reached out to Natalie Rodriguez regarding a student representative from ASCOA. | Informational | Andrew Park and Dominique Benavides |
| 1. **IEC Overview**   D. Benavides presented an overview of IEC, including:   * Mission of the committee (full charge on participatory governance handbook)   + planning   + evaluation of programs and services   + identification and measurement of outcomes across all institutional (i.e. college-wide) units   + using data and assessment results to inform decision-making   + recommending enrollment management strategies   + ensuring that college websites remain current * History of the committee, beginning as SLO assessment committee, evolving into 2010 Planning and Institutional Effectiveness Committee under Dr. Jackson (in her role as VPI then) and led by Dr. Diana Bajrami (as faculty member then). * Fall 2021 focus: program review & APUs (annual program updates), ILOs, IEPI data coaching, IRB process (acronyms: ILO = institutional learning outcome; IEPI = institutional effectiveness partnership initiative; IRB = institutional review board) * Spring 2022 focus: institutional set standards and educational master planning   D. Ekici, Drew Burgess, and D. Benavides participated in Q&A and discussion around current processes in lieu of IRB (and need for IRB process for certain grants), and last year’s discussion at college council regarding choice of ILO to assess. | Informational | Dominique Benavides |
| 1. **Formation of workgroups for Program Review, Institutional Set Standards, and IRB process**   D. Benavides called for volunteers to review program review templates in the next couple weeks (tentative timeline: draft template available early October, to be completed by program leads by beginning of November, and to be validated by IEC and volunteers after). Volunteers: K. Rollins, Frank Nguyen Le, Jayne Smithson, Drew Burgess (maybe?), A. Park, and D. Bajrami  Jayne, Drew, Diana, Frank, and Andrew participated in discussion around program reviews and SLOs.  Volunteers for Institutional Set Standards workgroup (for updating ISS at the end of November): K. Beal-Uribe and Frank Nguyen Le.  Volunteers for IRB process workgroup: D. Ekici and Drew Burgess. | Informational | Dominique Benavides |
| 1. **IEPI update**   D. Bajrami gave the update on the most recent meeting with the state representatives on the IEPI grant, which the college received to focus on Guided Pathways and enrollment management work. Assessment should also be a centerpiece, as currently small fraction of courses have been assessed. Currently working on an enrollment management retreat (for 1 or 2 days?) and trying to give department chairs more data and tools (i.e. PowerBI), and working on the challenges of filling higher level courses (such as differential equations course, MATH 3F). As we continue the work supporting the previous work on Guided Pathways and Equity Academy training, will share back in IEC and at academic senate.  Drew Burgess and D. Bajrami participated on discussion around challenges in scheduling as a district, referencing points that Robert Brem brought up elsewhere, that the current “adversarial model” for scheduling is hurting the district as a whole.  D. Ekici and others participated in discussion noting the importance of involving counselors and program planning, scheduling, and advertisement. | Informational | VPI Diana Bajrami |
| 1. **Other Items**     Future attendees: Dr. Tina Vasconcellos will join at future IEC meetings. | Informational | Chairs |
| 1. **Adjournment**   Motion to adjourn by K. Rollins, seconded by D. Ekici. M.S.U. |  | Chairs |
| Next meeting Oct. 14th, 2nd Tuesday 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.