# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

May 12, 2022

## 2:00 – 3:30 pm

Via ZOOM

<https://cccconfer.zoom.us/j/94622720807>

### Co-Chair - Admin, Dominique Benavides, Director

Co-Chair - Faculty, Andrew Park

Committee Members Present: Didem Ekici, Andrew Park (note-taker), Diana Bajrami, Louie Martirez y McFarland, Khalilah Beal-Uribe, Kawanna Rollins, Frank Nguyen Le (meeting chair)

Guests Present: Anthony Villegas, Jayne Smithson

Meeting called to order at 2:09 p.m.

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| **1. Approval of the Agenda**  Moved by D. Ekici, seconded by K. Beal-Uribe. M.S.U. | Action | Chairs |
| **2. Approval of the Minutes**   * April 14 minutes – shared by A. Park. Motion to approve by K. Rollins, second by D. Ekici. M.S.U. | Action | Chairs |
| **3. Program Review**  Presented by D. Bajrami. Catalog production is moving to CurriQunet META, and the next thing to move to META is program review. This is an opportunity to create a review system that’s user-friendly, efficient, and uses all CurriQunet META functionalities without duplication, as well as aligning with related items such as SLO assessments. Need a task force to work on the program review module and bring it to IEC for review. The college president, institutional researcher (Dom Benavides), and the VPI will be working closely with the task force. A timeline for this pilot project will be produced after completion of catalog migration, and will check with Laney counterparts for their experience.  A. Park, Anthony Villegas, K. Beal-Uribe, and F. Nguyen Le participated in the discussion and Q&A. One answer on skill sets needed for the task team members: “someone who has completed program reviews on time at a high level of quality, and someone who is familiar with CurriQunet META.” | Informational | Dr. Diana Bajrami |
| **4. Faculty Prioritization**  A robust discussion on use of quantitative data, reflection on the most up-to-date data relevant to college mission, and the timeline for faculty prioritization process.  No change in current process to be recommended yet; agreement to build a timeline of AY 2022-2023 process, looking at with a sample program review and annual program update. (Reminder to co-chair to bring up this item at the start of Fall 2022.) | Discussion/ Action | Andrew Park  Dr. Diana Bajrami |
| 5. California Community College Equity Leadership Alliance **5. California Community College Equity Leadership Alliance**  Short presentation by D. Bajrami – encouragement to faculty and classified professionals to participate, with full support of the college. This ties together with the Guided Pathways efforts, as well as the CCCCO Vision for Success metrics. The work of equity champions should be embedded in our fields of study; student success is the end goal.  In terms of incentives (compensation for completion, similar to Peralta Online Equity course), will talk to PD committee about availability of funds for completion of related CORA course, for which there’s more work involved (more than 2-hour seminar) and a completion certificate.  A. Park, D. Bajrami, and A. Villegas participated in the discussion. | Informational | Dominique Benavides |
| **6. 2022-23 IEC Priorities**  A. Park introduced the topic, soliciting next year’s IEC priorities from committee members and guests in attendance. Some suggestions are below:   * Helping departments and divisions with program reviews and annual program updates; more assistance in completing them, using the committee as a training group * How to strengthen our lab support (role of IEC in improving instructional practices?)   + Improving quality of instructional facilities; put in place measurable outcomes; improve effectiveness of communication (e.g. which facilities, such as library and tutoring, are open and when) * Establish a practice sending a request for agenda items in advance of the meeting (about 1 week in advance) to the committee members * Website issues (some that may have been overlooked in upgrade from alameda.peralta.edu to alameda.edu; including those that may have been fixed since): faculty pages, part-time faculty priority list (web.peralta.edu issue?), availability of program reviews, department pages, link to BI tool, etc. * Documenting/tracking SLO assessments in program review   A. Park will work with D. Benavides in sending out a poll for 2022-2023 IEC priorities to the committee members. | Discussion | Chairs |
| **7. Other Items**  None. |  |  |
| **8. Adjournment**  Motion to adjourn by D. Ekici, seconded by K. Rollins. M.S.U. Meeting adjourned at 3:28 p.m. |  | Chairs |
| Next meeting Fall 2022 - Thursday, Sept 8, 2022, 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.