# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Sept 8, 2022

## 2:00 – 3:30 pm

Via ZOOM

<https://us06web.zoom.us/j/5833887631>

### Co-Chair - Admin, Dominique Benavides

Co-Chair - Faculty, Andrew Park

Co-Chair - Classified, Kawanna Rollins

Committee Members Present: Kawanna Rollins, Dominique Benavides, Diana Bajrami, Didem Ekici, Andrew Park (note-taker), Amy Lee, Frank Nguyen Le

Guest(s) Present: Horacio Corona Lira

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 12 minutes: shared by D. Benavides. Motion to approve by K. Rollins, seconded by D. Bajrami. M.S.U. | Action | Chairs |
| 1. **IEC Agenda Process**   Apologies from co-chair A. Park for not following up on request from May 12 meeting. As part of the process for setting up IEC agenda, one of the co-chairs will send an email to the committee asking for agenda items the week before. For October 13 meeting, on Oct. 6, A. Park will send the email. No action needed for the time being (will try this informal process first). | Action | Andrew Park |
| 1. **Program Review**   D. Benavides presented on the timeline for program review shared with chair of department chairs. Sept. 19 – program review & annual program update (APU) templates distributed; Oct. 24 – completed program reviews due to the deans/direct managers (institutional researcher will provide support in reviewing reports); Nov. 10 – after dean/manager review, IEC will start validation process to conclude Dec. 8. Validation will include review by appointee from curriculum committee, appointee from student equity & achievement (SEA) committee, appointee from academic senate, and appointee from classified senate. Other volunteers will be recruited.  About 2/3 of departments and areas in college need comprehensive program review this year, dating from the last cycle 3 years ago with issues with online template; usually 1/3 of areas need program review each year. Some discussion on the plan to go back to going back to 1/3 each year. D. Benavides suggests synchronizing with curriculum review cycle; A. Park will reach out to the curriculum committee on that possibility.  A. Park requests that program reviews & APUs be available for faculty prioritization process after deans’ review, so that in late October/early November, faculty prioritization process can start with the up-to-date information in the program reviews & APUs (prior to completion of IEC validation to be concluded by December). D. Benavides will work with D. Bajrami on that possibility.  D. Bajrami, D. Ekici, F. Nguyen Le, A. Park, D. Benavides, and A. Lee participated in discussion and Q&A about details of the program review validation goals and processes. | Informational | Dominique Benavides |
| 5. California Community College Equity Leadership Alliance **5. Faculty Prioritization**  A short recap by A. Park of the discussion in May IEC meeting. Result of discussion then (May IEC) meeting was to keep the existing process while making all efforts to have program review data available by early November to have data-informed prioritization process among department chairs and in the academic senate. D. Bajrami noted that timeline by D. Benavides is a good timeline and will be able to support this goal. | Discussion | Andrew Park |
| **6. Educational Master Plan Update**  D. Benavides gave update on Educational Master Plan (EMP) process. The district contracted with WestEd for environmental scan; recently (last/this week?) district and campus researchers met with them for this work. WestEd will also be assisting the college with the EMP subcommittees previously announced. Please watch out for email announcements seeking subcommittee volunteers and consider participating (and give update to IEC).  A. Park and D. Benavides participated in the discussion. | Action | Chairs |
| **7. Other Items**  D. Benavides announced: SEA committee will be meeting next week to work on the SEA plan due Nov. 30. WestEd (in addition to EMP) is also working with us to address the equity gaps in the SEA plan. WestEd is planning 4 open sessions with CoA; please watch out for the emails and participate.  IEPI update: we are coordinating with sister colleges in this district-wide initiative. All 4 colleges and the district ($250k for each college and district) are participating, with a focus on professional development (PDLC). We have worked with IEPI before; they have an amazing team. |  |  |
| **8. Adjournment**  Motion to adjourn by D. Bajrami, seconded by F. Nguyen Le. M.S.U.  Meeting adjourned at 2:56 p.m. |  | Chairs |
| Next meeting - Thursday, Oct 13, 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.