# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Thursday, October 13, 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: Natay Myers, Dominique Benavides, Kawanna Rollins, Andrew Park (note-taker), Dave Nguyen, Didem Ekici, Maurice Jones, Khalilah Beal

Guest(s) Present: None

Meeting called to order at 2:01 p.m.

|  |  |  |
| --- | --- | --- |
| **1. Approval of the Agenda**  Moved by D. Ekici, seconded by D. Nguyen. M.S.U. | Action | Chairs |
| **2. Approval of the Minutes**   * September 8 minutes: shared by A. Park. Motion to approve by D. Ekici, seconded by K. Rollins (participation in motion by co-chair on exceptional basis). M.S.U. except those who were not committee members at the September meeting.   There was a brief discussion on re-visiting committee rules on whether co-chairs can make or second motions (A. Park asserted that the committee can choose to adopt rules notwithstanding Robert’s Rules of Order). | Action | Chairs |
| **3. Introduction of New Members**  D. Benavides introduced N. Myers (ASCOA representative) and D. Nguyen (new admin appointee replacing A. Lee). M. Jones is also a new admin committee member in his role as acting VPI. | Informational | Chairs |
| **4. Program Review – Validation Overview**  D. Benavides went over the validation form and the program review template in preparation of validation work at November meeting, taking questions along the way (focused on instructional area review this time). She described the difference between comprehensive program review (every three years) and annual program update (APU). Two-thirds of programs at CoA are up for comprehensive program review this year. In program reviews, program leads review SLO assessments, make requests for resources, and other important reflections for institutional effectiveness. For the validation work, we will need committee volunteers, academic senate appointee, curriculum committee representative, SLOACs, and volunteers from at large.  D. Benavides went through the details of program review template, using ASTR template as example, covering (list below not exhaustive/comprehensive):   * Mission statement: mission statements from previous reviews are copied over * Program goals: different from SLOs or PLOs; for improvement of the program, be specific, measurable, achievable, relevant to the program, and time-bound (SMART). Align to college goals and, if possible, also align to district goals (the college goals do map to district goals) * FTES/productivity: narrative analysis should provide some insight into significant changes (enrollment decline/increase), in some depth (more than one sentence). * Curriculum review: a possible goal for many programs, to ensure that courses are updated at least once each 3-year cycle (A. Park noted that courses needing no change, curriculum committee provides a way to do an update with “Title 5 requirement” checked). * SLOs: list SLOs and when they were assessed (A. Park noted SLOACs should send this list to discipline leads) * Success rate analysis: template lists current institution-set standard for course completion rate (67%); D. Benavides will be working with a few committee members this spring to update the standard. * Equity gap table: explained the info presented in the new table, and how presence of disparate impact (DI) is determined for a student population.   K. Rollins, A. Park, D. Benavides, and D. Ekici participated in Q&A and discussion. | Informational | Dominique Benavides |
| **5. Educational Master Plan Update**  Acting VPI M. Jones started the discussion. Request for volunteers from members of IEC to serve on the EMP teams (Mission/Vision/Values, Plan Review & Assessment Team (“first team”) | Scan, Analysis & Strategic Themes Team (“second team”) | Organizational Structures & Processes Team (“third team”)). D. Benavides is serving on the first team (and probably all other teams). A. Park volunteered for the second team. D. Ekici volunteered for first or third team. D. Nguyen volunteered for the third team. | Action | Chairs |
| **6. Other Items** - None |  |  |
| **7. Adjournment**  Moved by D. Nguyen, seconded by N. Myers. M.S.U. Meeting adjourned at 3:05 p.m. |  | Chairs |
| Next meeting - Thursday, Nov 10, 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.