# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Thursday, December 8, 2022

## 2:00 – 3:30 pm

## In room A 149 and/or virtually

Via ZOOM Click: [HERE](https://peralta-edu.zoom.us/j/87524939292?pwd=YTloQm1ETGlnbW16NlFuK2x4S2d6dz09)

### Co-Chair - Admin, Dominique Benavides

Co-Chair - Faculty, Andrew Park

Co-Chair - Classified, Kawanna Rollins

Committee Members Present: Maurice Jones (substitute admin co-chair), Andrew Park (note-taker), Kawanna Rollins, Dave Nguyen, Didem Ekici, Natay Meyers

Guest(s) Present: Drew Burgess, Diana Bajrami

Meeting called to order at 2:08 p.m. (without quorum; quorum met at 2:12)

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| 1. **Approval of the Agenda**   No notes (and no quorum yet). | Action | Chairs |
| 1. **Approval of the Minutes**   Oct. 13 minutes were displayed. No notes (and no quorum yet). | Action | Chairs |
| 1. **Program Review – Validation/ Template Overview & Next Steps**   A. Park presented the validation form template from Dominique Benavides who is out sick. There were some questions regarding specifics of program review and validation from previous semesters, and about delays in program review process this cycle. Some items that were discussed: workload of the college IR team (one-person team, responding to needs of program review process, IEPI PRT grant, EMP process, etc.), and the need to have resource requests supported by data such as assessment results. A. Park displayed and went through program review form, with the completed ATECH program review as an example.  Some suggestions from the committee for validation:  - Look for areas of improvement as we go through validation process this cycle.  - Should there be a specific validation criterion that addresses SLOs and PLOs?  Validator assignment on SharePoint was shared; some questions regarding assignment of VPI or research director as one of the validators to be passed along to Dom and addressed via email. There were also questions about required/requested timeline for validation.  Committee agreed to meet **January 26** (4th Thursday of January) in a special meeting to look at validations completed and go over other matters relating to program review.  Drew Burgess, A. Park, Diana Bajrami, M. Jones, and D. Ekici participated in the discussion. | Informational | Andrew |
| **5. Educational Master Plan Update**  M. Jones gave the update. EMP teams have been established in consultation with academic senate and other shared governance bodies (4 teams, looking at different areas). Each team has 2 administrators, 2 classified professionals, and 2 faculty, and will be meeting at least once next week (for some of the teams, during Tuesday college hour). The teams will also be meeting in January before the flex day (faculty on stipended assignments) for an event on flex day, with a March target date to complete the new Educational Master Plan.  D. Ekici, M. Jones, and Drew Burgess participated in the discussion. | Action | Maurice Jones/Diana Bajrami |
| **6. IEPI Update**  M. Jones gave the update. IEPI PRT team visited twice, and some members of IEC alongside other college leadership participated in the visits. The $200k grants from IEPI PRT will support the areas of focus in PDLC (Professional Development and Learning Center), improving student access & enrollment, leveraging existing resources (areas that tie into EMP process). M. Jones will check with VPAS Augustine Gill and bring back any additional information.  M. Jones and A. Park participated in the discussion. |  | Augustine Gill/ Maurice Jones |
| **7. Adjournment**  Moved by D. Ekici, seconded by D. Nguyen. M.S.U. Meeting adjourned at 3:21 p.m. |  | Chairs |
| Next meeting – TBD (Special meeting January 26, 2023, 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.