



**COLLEGE OF ALAMEDA**  
 Institutional Effectiveness Committee  
**MINUTES**

Thursday, February 9, 2023

2:00 – 3:30 pm

In room A 149 and/or virtually

Via ZOOM Click: [HERE](#)

Co-Chair - Admin, Dominique Benavides  
 Co-Chair - Faculty, Andrew Park  
 Co-Chair - Classified, Kawanna Rollins

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

Guest(s) Present: Josh Rose, Linda Dewrance, Shalamon Duke

Meeting called to order at 2:10 p.m.

<p><b>1. Approval of the Agenda</b></p> <p>Agenda shared by K. Rollins. Motion to approve the agenda by M. Jones, seconded by D. Ekici. M.S.U.</p>	Action	Chairs
<p><b>2. Approval of the Minutes</b></p> <p>December 8 and October 13 minutes shared by K. Rollins. Motion to approve the minutes by K. Beal-Urbe, seconded by K. Rollins. M.S.U.</p>	Action	Chairs
<p><b>4. Program Review – Validation Follow-Up</b></p> <p>A. Park and M. Jones thanked everyone who participated in the validation meeting on January 26. All the program reviews submitted on time were validated (i.e. read by at least one other person, in most cases 2).</p> <p>Validated program reviews will be used for: (1) joint meeting of department chairs and academic senate on February 14 finalizing the recommended faculty hiring prioritization list, and (2) review of resource requests (budget committee, etc.).</p> <p>Review and possible update of validation form template will be considered at the next meeting.</p>	Informational	Andrew

<p><b>5. Educational Master Plan Update</b></p> <p>M. Jones presented on the current progress of EMP draft. Each VP (VPI, VPSS-in-charge, and VPAS) has been assigned to a part of EMP to meet with the teams that worked on the goals and to start drafting. Assignments below:</p> <ul style="list-style-type: none"> <li>- VP Jones: Teaching and Learning</li> <li>- Dr. Duke: Mission and Values</li> <li>- VP Gill: Campus Climate and Equity</li> </ul> <p>VPs are meeting with team leads in smaller groups for the draft work, keeping institutional effectiveness in mind.</p>	<p>Informational</p>	<p>Maurice Jones</p>
<p><b>6. IEPI Update</b></p> <p>M. Jones shared “IEP Plan – COA – Jan.23 2023 – signed.pdf”, giving a brief overview of IEPI PRT’s past work with CoA and the current \$200k grant we are working with. On the last visit of PRT, they gave us feedback and a “menu of options” to move forward and improve institutional effectiveness; the presented plan has been vetted by academic senate and classified senate.</p> <p>Three areas of focus from the plan has been shared.</p> <p>A possible action for the future: create an enrollment management committee/task force (this has been discussed at academic senate and elsewhere).</p> <p>A. Park and K. Rollins participated in the discussion. Some additional discussion on role of IEC, including:</p> <ul style="list-style-type: none"> <li>- overseeing SLO assessments; ensuring committees’ websites are updated (part of IEC charge).</li> <li>- review committee charge and set goals?</li> </ul>	<p>Informational</p>	<p>Maurice Jones</p>
<p><b>7. Adjournment</b></p> <p>Motion to adjourn by K. Rollins, seconded by A. Park. Meeting adjourned at 2:29 p.m.</p>		<p>Chairs</p>
<p>Next meeting – March 9, 2023, 2:00-3:30 p.m.</p>		

**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.*