# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Thursday, March 9, 2023

## 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, Andrew Park (note-taker), Dominique Benavides, Natay Myers, Maurice Jones, Dave Nguyen, Didem Ekici, Louie Martirez y MacFarland

Guests Present: Shalamon Duke, Jayne Smithson

Meeting called to order at 2:04 p.m.

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| 1. **Approval of the Agenda**   Agenda shared by D. Benavides. Motion to approve the agenda by K. Rollins, seconded by D. Nguyen. M.S.U. | Action | Chairs |
| 1. **Approval of the Minutes**   Feb. 9 meeting minutes shared by D. Benavides. Motion to approve the minutes by K. Rollins, seconded by N. Myers. M.S.U. except for abstention by those not present at Feb. 9 meeting. | Action | Chairs |
| 1. **Educational Master Plan Update**   Presentation by M. Jones. The EMP workgroup and the writer are currently working on a draft. The small groups that worked on the goals and strategies have completed their work, and the EMP writer and the workgroup are working on making the EMP draft flow more cohesively. D. Benavides added that the draft so far reflects the work done by EMP groups in December and January over the winter break; we will get feedback from our consultants (West Ed), adding the environmental scan with the narrative within the next week or so. The EMP workgroup is still meeting every Tuesday and will have morning part of March flex day dedicated to the EMP work.  A. Park participated in the discussion. | Informational | Chairs |
| 1. **Program Review Update**   A. Park summarized work done on program review so far, completing validation for the program reviews submitted on time. Some question remained on what to do about program reviews that were turned in late (December and later); how will those be validated?  Some remaining items to-do:   * Upload validated program reviews on CoA website, so that it is publicly available. * Consider comments/feedback on updating the validation template form; D. Benavides will consider those and research suggestions from Jayne Smithson to bring suggested modification back at the next IEC meeting. | Informational | Chairs |
| 1. **IEC Charge**   A. Park read the charge in the participatory governance handbook (2019-2020 version). Some feedback on the charge around the phrases “any activities to support student success” and “evaluation of programs.” So far, the committee’s work has been focused on program reviews and program review process; SLO-related work also falls under IEC. D. Benavides went through the charges point by point and gave a brief explanation, including discussion of strategic enrollment management and aligning to CCCCO Vison for Success.  There was also a discussion on IEC responsibility to keep committee websites updated. A. Park will look into options and report back at the next meeting.  D. Ekici, Jayne Smithson, and K. Rollins also participated in the discussion. | Discussion | Chairs |
| 1. **Institutional Set Standards – ACCJC**   D. Benavides shared current Institutional Set Standards (https://alameda.edu/our-college/instutitonal-effectiveness/institutional-set-standards/). She will pull current data and look at them together (average + standard deviation) to determine the updated institutional set standards at the next IEC meeting (April). RP Group’s guidelines on setting targets were also shared: https://rpgroup.org/Portals/0/Documents/Resources/Resources\_for\_the\_IRPE\_Community/RP\_Group\_RAC\_SettingTargets\_December2022.pdf?ver=2022-12-21-153714-977. Different goal-setting strategies were also discussed, and the idea of “stretch goal” was explained.  D. Nguyen, D. Ekici, and A. Park participated in the discussion. | Informational | Dominique Benavides |
| 1. **Other Items**   None. |  |  |
| 1. **Adjournment**   Motion to adjourn by K. Rollins, seconded by L. Martirez y MacFarland. M.S.U. Meeting adjourned at 2:59 p.m. |  |  |
| Next meeting – Thursday, April 13, 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.