# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Thursday, May 11, 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, Maurice Jones, Louie Martirez y MacFarland, Dave Nguyen, Didem Ekici, and Natay Meyers

Guest(s) Present: LaShawn Brumfield

Meeting called to order at 2:03 p.m.

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| **1. Approval of the Agenda**  Motion to approve the agenda by M. Jones, seconded by L. Martirez y MacFarland.  There were some questions about data report for learning communities (responsible parties: the deans, and possibly the nascent enrollment management task force).  M.S.U. | Action | Chairs |
| **2. Approval of the Minutes**  April meeting minutes shared. Motion to approve the minutes by N. Meyers, seconded by D. Nguyen. M.S.U. | Action | Chairs |
| **3. COA Shared Governance webpages – Update**  A. Park gave the update on updating the committee websites following the new college website update procedure. President Bajrami sent out a reminder to the managers to update agendas and minutes for their committees. For the college council site update, A. Park will reach out to Chungwai. Follow-up needed when we return in Fall 2023. | Informational | Andrew Park |
| **4. Meeting Modality**  A. Park opened up the question: Should IEC continue to meet on Zoom or meet in person, or in a hyflex modality?  Some spoke in favor of in-person meeting (COVID is over, at least according to the federal government). Others were O.K. with continuing to meet on Zoom, as non-Brown-Act shared governance committees are allowed to do.  A. Park made a motion to continue meeting 100% online for the September IEC meeting and continue the discussion re. meeting modality in the September meeting. D. Ekici seconded. M.S.U.  Also participated in discussion: M. Jones, D. Benavides. | Action | Chairs |
| **5. Program Review Validation Rubric**  D. Benavides introduced the topic, along with the rubric. The rubric is modeled after Peralta Online Equity rubric, describing each criteria as “Initial”, “Emerging”, and “Developed”.  A. Park (one of the SLOACs) spoke of wanting to have Curriculum and SLO Assessments section appear similar to Enrollment Trends and Equity Analysis sections, in terms of giving program leads information that is already available in the college system and ask for their reflection. A. Park will prepare a “mock-up” template with PHYS program review template and send it to D. Benavides for demonstration.  We still need updated rubric for (non-instructional) service areas, as well as for admin area review.  Some suggestions received at the meeting for the rubric:   * Hyperlink “equity group” for explanation to program leads completing the program review. * We need a more robust review cycle that accommodates feedback and multiple submissions (haven’t had that in the past few program review cycles)   A. Park, D. Ekici, and D. Benavides participated in the discussion. | Informational | Dominique Benavides |
| **6. CurriQunet META**  M. Jones introduced the item and gave a current status update. A lot of colleges and districts are using CurriQunet META (our curriculum and assessment management system) to handle program reviews also. When we had curriculum and assessment specialist, the curriculum and assessment specialist and the college director of research were working with CurriQunet to look at a demo, with Evergreen College as an example. We need a project lead to implement the online program review on CurriQunet META. Laney College is currently using it and reports that it lacks some components we would like to see (esp. service area review and admin review).  Some discussion in which A. Park and D. Benavides participated.  A. Park repeated the request to have superuser access to CurriQunet META as one of the SLOACs. M. Jones will see if CurriQunet can come in and give a presentation, and have the faculty look at the template and give feedback, to address 10+1 concerns. | Discussion | Acting VPI Jones |
| **7. Other Items**  None. |  |  |
| **8. Adjournment**  Motion to adjourn by D. Ekici, seconded by A. Park. M.S.U.  Meeting adjourned at 3:13 p.m. | Action | Chairs |
| Next meeting – Thursday, Sept 14, 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.