# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Thursday, October 12, 2023

## 2:00 – 3:30 pm

## H-280 and [via ZOOM](https://peralta-edu.zoom.us/j/89760332449)

### Co-Chair - Admin, Vacant

Co-Chair - Faculty, Andrew Park

Co-Chair - Classified, Kawanna Rollins

Committee Members Present: Didem Ekici, Kawanna Rollins, Andrew Park (note-taker), Maurice Jones, and Louie Martirez y MacFarland

Meeting called to order at 2:07 p.m.

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| **1. Approval of the Agenda**Motion to approve the agenda by D. Ekici, seconded by A. Park.M.S.U.  | Action | Co-Chairs |
| **2. Approval of the Minutes**September meeting minutes shared by A. Park. Motion to approve the minutes by M. Jones, seconded by D. Ekici.M.S.U. | Action | Co-Chairs |
| **3. CurriQunet META Pilot**M. Jones gave an update on the project to move program reviews to CurriQunet META platform, which was brought to the committee last year.We need to start the pilot work this year, in order to be ready to use it for program reviews and APUs (as well as catalog) next year. Laney has already been using it for their program reviews. M. Jones will reach out to the CurriQunet contact to come and provide training. Heather Sisneros at Laney also may be able to help.Some questions and responses:* Q: Who will be uploading program reviews (once we switch to CurriQunet)? (A: Program reviews will be entered directly on CurriQunet by the program leads, much like the current process for SLO assessment entry.)
* Q: Schedule/timeline for CurriQunet representative to come and provide training? (A: Might need to coordinate the time with the department chairs’ committee.)

A. Park is tasked with reminding M. Jones about following up on scheduling something with CurriQunet contacts on META Program Review pilot.Participated in discussion: D. Ekici, A. Park, and M. Jones. | Informational | Acting VPI Jones |
| **4. Program Review Validation Training**A. Park led the training with a mock program review of Physics (not scheduled to do program review this year), using the instructional program validation rubric created by Dominique Benavides.Some comments and possible improvements for the future:* Consider doing program review validation on Canvas, which supports filling out grading rubrics? (A: Will look into feasibility; will have to be considerate of administrators and classified professionals who don’t use Canvas for their daily work.)
* Make clearer connections to the learning communities and guided pathways.
* After the completion of validation process, look for exemplary program reviews, to highlight and share with colleagues, particularly to use as an example in future program review cycles.

A. Park will bring copies of the validation rubric (as well as paper copies of program reviews) for the validation meeting next week.L. Martirez y MacFarland noted lack of feedback in previous cycles for Student Services APUs and program reviews. Also, in this conversation, the committee members noted that no validation rubric for student services has been shared. A. Park will create a validation rubric as soon as possible and share it with VPSS and Student Services deans (but no expectation that the program leads completing program reviews had a chance to see the rubric). | Discussion | Andrew Park |
| **5. Other Items**M. Jones shared the feedback from the academic senate on program review validation rubric (instructional version):* Make sure to close the loop in program review cycle and that the program leads receive feedback: (1) from the completed program review validation rubric, and (2) from the deans, for the APUs completed.
* For future cycles, add a line on program review validation rubric that indicates how and on what timeline feedback will be communicated back to the program leads.
* Request for trainings on completing the program reviews.
* Reminder to complete curriculum review (update CORs older than 3 years) at the same time when program reviews are done.
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| **6. Adjournment**Motion to adjourn by L. Martirez y Macfarland, seconded by K. Rollins. M.S.U.Meeting adjourned at 3:22 p.m. | Action | Co-Chairs |
| Next meetings – Program Review Validation at, Thursday, October 19, 2023, 2-3:30 p.m. in A-building computer lab; andRegular Meeting: Thursday, November 9, 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.