# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**Meeting Notes**

Thursday, November 9, 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, and Andrew Park (note-taker)

No quorum met for this meeting (approx. discussion times from 2:05 p.m. to 2:59 p.m.)

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| **1. Approval of the Agenda**  N/A (no action due to lack of quorum) | Action | Co-Chairs |
| **2. Approval of the Minutes**  N/A (no action due to lack of quorum; October minutes will be approved in December meeting) | Action | Co-Chairs |
| **3. Committee Membership Updates**  No update at this meeting. | Informational | Co-Chairs |
| **4. Feedback on Fall 2023 Program Review Cycle**  A few notes:   * The validation rubric was helpful. * Time for training program leads (similar to validation training) at the very start might be useful. * We should start planning for the next program review cycle in April 2023 (to finalize any modifications to the validation rubric, and to allow sending info to program leads by early September).   Program review validators identified the following exemplary program reviews. Andrew will reach out to program leads for: permission to highlight the program reviews in future cycles (program reviews are already public info but they might not want added attention), and for fixing any minor blemishes.   * Kinesiology program review * ESOL program review * Sociology program review | Discussion | Andrew Park |
| **5. ACCJC Accreditation Standards**  Andrew shared an idea to do a “road show” of updated ACCJC standards (<https://accjc.org/eligibility-requirements-standards-policies/>) to other participatory governance committees that need to look ahead to the next accreditation cycle. Will talk to Maurice (and/or new admin co-chair of this committee) before reaching out to other committees.  Also related, should we do an administrative area reviews in Spring 2024? (It was on list to do for a year and half but weren’t done for one reason or another---both last cycle and this program review cycle.)  Also will work on a matrix and/or mapping spreadsheet aligning ACCJC standards to participatory committee charges and/or purview.  Will bring back the item in December. | Discussion | Andrew Park |
| **6. Institutional Effectiveness Website**  The website maintained by the office of institutional research and planning (<https://alameda.edu/institutional-effectiveness/>) is a separate site maintained separately from IEC website (used to be maintained by the director of research and planning). It is in serious need of updates and reorganization.  Andrew will check in with Maurice on who’ll be in charge of updating the IE website. | Discussion | Andrew Park |
| **7. Other Items**  Just various discussion items along the lines of “What happens in a quorum-unmet participatory governance committee meeting stays in a quorum-unmet participatory governance committee meeting.” |  |  |
| **8. Adjournment**  N/A (no action due to lack of quorum) | Action | Co-Chairs |
| Next meeting –  Regular Meeting: Thursday, December 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.