# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Thursday, December 14, 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: Kawanna Rollins, Khalilah Beal-Uribe, Didem Ekici, Andrew Park (note-taker), and Natay Meyers

Guests Present: Jayne Smithson and Jenn Fowler

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

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| **1. Approval of the Agenda**  Motion to approve the agenda by D. Ekici, seconded by K. Beal-Uribe.  M.S.U. | Action | Co-Chairs |
| **2. Approval of the Minutes / Discussion on Nov. 9 meeting notes**  October meeting minutes shared by A. Park. Motion to approve the minutes by K. Rollins, seconded by D. Ekici.  M.S.U.  November meeting notes (no quorum met) were shared. Motion to post the meeting notes on the committee website by K. Rollins, seconded by K. Beal-Uribe. M.S.U. | Action | Co-Chairs |
| **3. Committee Membership Updates**  No update for now. Will bring back in a future meeting. | Informational | Co-Chairs |
| **4. Feedback on Fall 2023 Program Review Cycle**  Committee members and guests gave feedback on the recently completed program review cycle.  A. Park will check with AVPI Jones on the program review format for the AY 24-25; we have been trying to move to online review template on CurriQunet META for some time. It’s possible we will stay with “paper template”.  One feedback to follow up: it would be nice to be able to indicate anticipated future hiring needs (e.g. retirement in 3 years or program expansion in 2 years), as people consider in faculty hiring prioritization process how long the request has been in program reviews. We’ve had a few departments who had full-time faculty need highlighted in program review this year but had tot withdraw from faculty hiring prioritization consideration, because their full-time faculty need was in the future. A. Park will follow up in preparation for AY 24-25 program review template.  There was a question about how retirements are handled, which Jenn Fowler and A. Park addressed. | Discussion | Andrew Park |
| **5. ACCJC Accreditation Standards**  A. Park suggested going on an ACCJC standards “road show” around CoA participatory governance committees, presenting the new ACCJC standards and having different committees contribute to gathering evidence for different sections. K. Beal-Uribe volunteered to join in the road show.  A. Park will finalize the “ACCJC Standards and Governance Committees Mapping” draft map presented at the meeting (when it comes to IEC portion) and send it to IEC members.  Item to be brought back in Spring 2024. | Discussion | Andrew Park |
| **6. Institutional Effectiveness Website**  A. Park will check with AVPI Jones on who/how to update the institutional effectiveness website, which is separate from institutional effectiveness committee website and was responsibility of the college institutional researcher to update. It is currently out of date in many places and need updates. | Discussion | Andrew Park |
| **7. Other Items**  We need to review and update the institution set standards. K. Beal-Uribe and A. Park will work on them and bring them up in Spring 2024 IEC meeting. |  |  |
| **8. Adjournment**  There was a discussion on whether to follow the practice at the district academic senate and CoA academic senate, where if all the agenda items were addressed, then there was no need for a motion to adjourn the meeting, and the meeting rather simply ends with all agenda items having been addressed.  Motion to follow the academic senate’s lead and practice by K. Beal-Uribe, seconded by K. Rollins.  M.S.U.  Meeting adjourned at 3:00 p.m., with all agenda items having been addressed. | Action | Co-Chairs |
| Next meeting –  Regular Meeting: Thursday, February 8, 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.