# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Thursday, March 14, 2024

## 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: Eva Jennings, Khalilah Beal-Uribe, Natay Myers, Kawanna Rollins, Andrew Park (note-taker), Mildred Lewis, Didem Ekici

Guests Present: Stephanie Droker, Drew Burgess, Jenn Fowler

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

|  |  |  |
| --- | --- | --- |
| **1. Approval of the Agenda**  Motion to approved the agenda by M. Lewis, seconded by E. Jennings.  M.S.U. | Action | Co-Chairs |
| **2. Approval of the Minutes**  December meeting minutes shared by A. Park. Motion to approve the minutes by N. Myers, seconded by D. Ekici. Motion passes unanimously with the exception of 2 abstentions.  February meeting notes (no quorum) were also shared, with an agreement to post the notes on the IEC website. | Action | Co-Chairs |
| **3. Welcoming New ­Committee Members**  Welcome to new admin members of the committee, Dr. Mildred Lewis (VPSS) and Dr. Eva Jennings (Dean of CE Division).  A. Park will check with Dr. Luster on the one remaining admin vacant position and appointment of admin co-chair. | Informational | Co-Chairs |
| **4. Employee Voice Survey**  A. Park gave a brief background on Employee Voice Survey. Survey was previously conducted in 2017, 2018, and in 2020. Survey questions from 2020 are available (but no results); survey results from 2017 and 2018 are available on CoA Institutional Effectiveness website. It might be good to do the survey again in Spring 2024, after updating the questions. Results can be made available to the public in a similar format as 2017 and 2018 surveys.  Survey could be tailored to address specific issues identified at the campus; also an opportunity to celebrate the college’s successes.  K. Rollins, Drew Burgess, and D. Ekici volunteered to review and revise the survey questions. A. Park will create an editable document of 2020 survey questions (and 2018 survey questions, if available in Qualtrics) and email to the group.  Possible timeline for survey development and distribution: finalize survey questions at April IEC meeting; A. Park to act as typist to enter the new survey questions, test drive the survey, and send out to college community for completion by end of Spring 2024 (possibly into Summer 2024), with the aim to publish the survey results at the beginning of Fall 2024.  Participated in Discussion: K. Rollins, Stephanie Droker, Drew Burgess, D. Ekici, K. Beal-Uribe, and others. | Discussion | Co-Chairs |
| **5. Institution Set Standards**  Institution Set Standards possibly needs to be updated. A. Park will find the Institution Set Standards presentation by Dominique and work with K. Beal-Uribe on updating them. | Discussion | Andrew Park |
| **6. ILO Assessment**  A. Park gave an update on the brainstorm session on ILO assessment at the January flex day. A small group including K. Beal-Uribe, Drew Burgess, Araceli Lopez-Garibay, and Maria Somma were present at the flex day and decided to start with assessment of ILO #1. The group discussed some methods to use in assessing ILO #1, including a review of completed course-level SLOs that map to ILO #1.  Drew Burgess, K. Beal-Uribe, A. Park, and Stephanie Droker participated in the discussion about ILO assessment plan for Fall 2024.  Stephanie Droker suggested use of institutional data, such as completion rate, to start the assessment at some place that is manageable and achievable. Drew Burgess suggested another robust session on ILO assessment during the August flex day.  Discussion concluded with the following agreement: we have been talking about assessing ILOs for a very long time, and we have plans and strategies to start the assessment (starting with ILO #1) in Fall 2024. | Discussion | Andrew Park |
| **7. Various Updates: Institutional Effectiveness Website;  Enrollment Taskforce**  A. Park gave the updates. Institutional Effectiveness website (separate from IEC website) which used to be managed by the college researcher is currently out of date. With permission from acting VPI Stephanie Droker, A. Park will work on updating the page—no content currently on the page will be removed, other than possibly being moved to an “archive” section, for very old items. A. Park will complete the form for webpage request set up by the college webmaster Shane Williams, listing Dr. Droker as the manager to approve the request.  The work of the Enrollment Taskforce (funded by IEPI grant) is continuing. Previously there was a plan to update the Strategic Enrollment Management (SEM) plan, but with the recent developments in college leadership, this plan will be put on hold until Fall 2024; previous acting president Diana Bajrami put in a request to extend the IEPI grant duration, so that the remaining funds in the grant can support this effort in Fall 2024. For Spring 2024, the taskforce will continue and complete the work of data coaching and making data-informed decisions on scheduling and class cancellations. | Informational | Andrew Park |
| **8. Upcoming Items: AY24-25 Program Review;  ACCJC Mid-Term Report**  A. Park noted the items to be on future IEC agenda. The program review template (possible changes/updates) for AY24-25 needs to be discussed in Spring 2024, so that they will be ready to go in Fall 2024. Due to the lack of a full-time college researcher, for IEC to take on this work, the committee needs to plan far in advance, because IEC meets only once a month.  A. Park asked if ACCJC Mid-Term Report should be a standing agenda item, and M. Lewis (VPSS and also ALO) confirmed the need to have it as a standing agenda item, to give regular updates from the group working on the mid-term report (possible stipended faculty and classified positions that will be announced). | Discussion | Co-Chairs |
| **9. Other Items**  None. |  |  |
| **10. Adjournment**  Meeting adjourned at 2:50 p.m. with all agenda items having been addressed. | Action | Co-Chairs |
| Next meeting –  Regular Meeting: Thursday, April 11, 2-3:30 p.m. |  |  |