# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**MINUTES**

Feb 11, 2021

## 2:00-3:30 pm

Via ZOOM

<https://cccconfer.zoom.us/my/bpark>

Co-Chair - Faculty, Andrew Park

Co-Chair - Admin, Dominique Benavides, Director (subs. Don Miller, VPI)

Committee Members Present: Don Miller, Andrew Park, Natalie Rodriguez, Lydell Willis, Kawanna Rollins, Khalilah Beal-Uribe

Guests Present: Drew Burgess, Matthew Goldstein, Jayne Smithson

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

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| 1. **Approval of the Agenda**   N. Rodriguez moved to approve; L. Willis seconded; M.S.U. | Action | Chairs |
| 1. **Approval of the Minutes – Dec.**   L. Willis moved to approve; K. Beal-Uribe seconded; M.S.U. | Action | Chairs |
| 1. **Program Review Validation**   D. Miller presented the comprehensive program reviews submitted from African American Studies, Anthropology, English, ESOL, Political Science, Psychology, and Sociology instructional areas (the rest submitted annual program update, as per review cycle). Asked that validation teams focus on “30,000-foot level view” in looking at program reviews (validation process is not meant to be evaluative; it is meant to point out missing information or things “that don’t make sense”). Recommended, in case of missing information, reaching out directly to program leads that completed the program review, CC’ing Dominique Benavides (institutional researcher) and Don Miller (VPI). Template for program review validation was shared. From 2:30 p.m. to about 3:20 p.m., the committee (and guests present) broke out in pairs to validate program reviews.  After the validation breakout group, there was a discussion (to which several members participated) on if “conditional acceptance” (one of the options on validation template) was a better choice than reaching out directly to program leads.  D. Miller requests all validation forms turned in by next week (if no response from program leads, turn in forms with conditional acceptance). | Discussion | Don Miller |
| 1. **Special Meeting on Feb. 25?**   D. Miller will confirm that the program reviews for student services areas are due before Feb. 25 (previous notes suggest Feb. 15). If program reviews for student services are ready before Feb. 25, a special meeting of IEC will be scheduled on Feb. 25 from 2 to 3:30 p.m. for validation of these program reviews. (If not, we will try to complete the program review validation in March.) | Discussion | Don Miller |
| 5. Other - None |  |  |
| 6. **Adjournment**  Meeting adjourned at 3:43 p.m. |  |  |
| Future Meetings – Second Thursdays, 2-3:30p.m., Sp 2021 |  |  |
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**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.