# COApmsCOLLEGE OF ALAMEDA

Institutional Effectiveness Committee

**Special Meeting**

**MINUTES**

Feb. 25, 2021

## 1:30 – 3:00 pm

Via ZOOM

<https://cccconfer.zoom.us/j/95311472018>

### Co-Chair - Admin, Dominique Benavides, Director

Co-Chair - Faculty, Andrew Park

Committee Members Present: Dominique Benavides, Don Miller, Andrew Park (note-taker), Kawanna Rollins, Natalie Rodriguez, Lydell Willis, Amy Lee, Khalilah Beal-Uribe

Guests Present: Tina Vasconcellos, Drew Burgess, Jeffrey Sanceri

Meeting called to order at 1:34 p.m.

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| 1. **Approval of the Agenda**   Agenda overview by D. Benavides. | Action | Chairs |
| 1. **ACCJC update**   Dr. Vasconcellos gave an update on ACCJC visit next week (March 1-4). She has been meeting with a number of groups (including academic senate, college council, SLOACs, DE committee, and IEC) in preparation for the meeting and ahead of scheduling interviews requested by ACCJC teams next week. An email to CoA community will be sent out on Monday. The college accreditation site (<https://alameda.peralta.edu/accreditation/>) has all necessary info, including the final version of ISER.  Everyone is invited to the kickoff session on Monday and the close-off session on Thursday. Open Forums are scheduled on Tuesday and Wednesday at two different times (during the day and evening); people (staff and faculty) are invited to come with their “brag bag” and talk about what we have done well.  IEC will be scheduled for interview (1B and 2A standards teams requested interview with IEC); not all members of IEC need to attend, but it would be good to have a substantial representation. An example of an interview question might be, e.g. “So, we see this in the ISER, how does this work?” Interviews will be scheduled for 30 minutes; *if* ACCJC teams decide they have everything they need, meeting might get cancelled (and that’s a good thing, if it happens). Also interviewing team members might ask questions from other ACCJC team members (we know who we are meeting with but that doesn’t limit the scope of questions).  L. Willis, D. Miller, D. Burgess, D. Benavides, and A. Park participated in Q&A about upcoming ACCJC visit. | Information | Tina Vasconcellos |
| 1. **Program Review Update – Student Services**   Student service area program reviews will be available for validation soon. To be done in a future meeting. | Information | Dominique Benavides |
| 1. **Assessment of College Learning Outcomes (ILOs)**   D. Benavides opened the discussion on ILO assessment and shared the 5 ILOs. We are starting from when ILOs were last assessed (by interim dean Karen Engel). Dr. Vasconcellos shared her experience with ILO assessments at Peralta. Typically 1 ILO is chosen to be assessed each year (not all ILOs need to be assessed every year). The mapping of PLOs and SLOs to ILOs are used; survey data (e.g. from CCSSE) are used.  D. Miller: key is to ensure that we are assessing on a regular schedule (that we determine). The upcoming refresh of Educational Master Plan (EMP) is also opportunity to review ILOs.  D. Miller, D. Burgess, N. Rodriguez, A. Lee, L. Willis, and T. Vasconcellos participated on discussion on how many ILOs to assess (one ILO per year? Per semester?). There was a general consensus that one ILO per year would be good, with some of the positive points being: it gives a reason and focus around SLO assessments; allows other participatory governance groups a focus for the year (e.g. committee meeting agenda templates that includes/highlights the ILO for the year); can tie SAOs and SLOs to ILO.  Upcoming instruments to be used for assessment: CCSSE (to be completed some time March/April of this year); Employee voice survey (May this year); SWOT (strengths-weaknesses/opportunities-threats) survey (some time in Fall, along with EMP).  D. Miller suggested choosing an ILO to focus on for remainder of Spring 2021 (perhaps the diversity ILO?); D. Burgess suggests making a recommendation to college council after discussion at IEC in March meeting. | Information | Don Miller/Tina Vasconcellos |
| 1. **Adjournment**   Meeting called to close at 2:21 p.m. |  | Chairs |
| Next Meeting – Thursday, March 11th 2-3:30p.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.