



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
September 22, 2010

To: Distribution

From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

Santa Ana College Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Santa Ana College Vision Themes: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community

Members Present: Paul Foster, Bonnie Jaros, Sara Lundquist, Sharon Whelan

- I. Approval of Minutes of September 1, 2010**—Approval of the minutes of September 1, 2010 was deferred to the October 13, 2010 meeting.
- II. BAPR/BAPR WG Report**—On September 15, 2010, a special meeting of BAPR was held to discuss the Adopted Budget and receive the *Follow-Up Reports* of Santa Ana College and Santiago Canyon College. 1. Questions arose regarding the allocation of discretionary funds for this year. To gain clarity on this issue, a special workgroup was formed. It met September 21, 2010. 2. The *Follow-Up Reports* were presented and accepted. Bonnie also reported on the two-college strategy for the *Midterm Reports*, which will be due October 2011. 3. It was reported that the District Human Resources Committee would meet September 22, 2010, and the District Facility Planning Committee would meet September 23, 2010.
- III. Accreditation Update**
 - A. Follow-Up Report**—A first reading of the *Follow-Up Report* of Santa Ana College (and Santiago Canyon College) was held at the Board of Trustees meeting of September 13, 2010. After making two revisions requested by Mr. Hanna, the report will be presented to the Board for approval on September 27, 2010. All timelines have been honored, and the report will be sent to the Commission prior to the October 15, 2010

deadline. The evidentiary documents will be provided to the Commission on thumb drives and also online since there will be no visit.

B. Midterm Report—The proposal for the *Midterm Report* has been approved at the college level, with the addition of students to the workgroups. Sara will confer with Daniel Marquez after the Student leadership Retreat of September 23, 2010. Bonnie has also requested that the District Oversight Committee continue in its present format so that the district recommendations may be addressed by both colleges in synchrony. Mr. Didion will present this concept to Chancellor Rodriguez. The colleges will conduct their own processes for addressing college recommendations and internal plans.

IV. Facilities Master Plan Update—The Facilities Committee met September 21, 2010, at which time HMC presented an update. There was a recommendation to approve what was presented as a conceptual plan. President Martinez asked for the SAC Facilities Committee Workgroup to work on developing a plan for standardization and consistency in elements such as landscaping, lighting, interior color design, and signage to unify the campus.

V. Environmental Committee—The Environmental Committee is cognizant that its work is related to *Vision Theme VIB: Green Efforts*. This workgroup is now co-chaired by Susan Sherod and Loy Nashua. It will report directly to the **Facilities Committee** and will make regular reports to the Academic Senate and semesterly reports to the IE&A Committee. Susan has been keeping abreast of conferences and the new Title 24, Part 11, California's New Green Building Code. She has also established a site for use by the SAC Environmental Committee and others who may access our information posted to the site. <https://sites.google.com/site/sacenviro/>.

VI. SACTAC—No Report

VII. Other—

A. Chancellor Rodriguez attended a retreat with the Board of Trustees to discuss his vision and relationship with the Board; he will be conducting a similar retreat with the two college presidents in October.

B. Since the Academic Calendar has changed for 2010-2011, the due dates for the Department Planning Portfolio analysis of goals and the PA/PR reports has changes as follows: DPPs are due to the deans 3/4/11; the deans will report to their respective VPs 3/14/11; PA/PR reports are due to Bonnie and Hang Le for the TLC and posting on InsideSAC by 3/11/11. (Please note: Division Curriculum must approve the reports prior to submission.) The TLC will review PA/PR reports 4/4, 4/18, and 5/2/11. IE&A will review the TLC End-of-Year Report and Student Services, Administrative Services and President's Cabinet Portfolios 5/1/11.

The next meeting of the IE&A Committee will be held October 13, 2010 at 2:00pm in A-105.

Members:

Paul Foster
Norm Fujimoto
Paula Garcia
Ray Hicks
Bonnie Jaros
Sara Lundquist
Nga Pham
Ed Ripley
Sharon Whelan
John Zarske

cc: Erlinda Martinez
Kennethia Vega
Jeff McMillan



APPENDIX A
SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Midterm Report—October 2011
Process of Organization

- I. *The Midterm Report* due October 2011 needs to address the seven recommendations of the Team Visit of fall 2008. In addition all internal “plans” from the Self Study Fall 2008 need to be addressed. The IE&A Committee will serve as the Oversight Committee. The Oversight Committee will develop and maintain timelines and approve drafts.
- II. The chair of IE&A, who serves as the ALO, will provide information from the Commission and keep the Oversight Committee apprised of salient documents or information. She will also be responsible for the overall organization of the document; she will write the “front end” piece, keep the president apprised of all work, do the final editing and work with the printer.
- III. Designated members of IE&A will serve as the liaisons and chairs or co-chairs of the college recommendations workgroups and the internal plans. The chair of each workgroup will convene a group of colleagues from all constituencies and hold regular meetings, collect documents, produce a draft, and bring information back to the College Oversight Committee, i.e., IE&A. **Students will be invited to participate as well.**
- IV. The District Oversight Committee will continue in its present format and oversee the district recommendations. The ALO of SAC and a designated representative from SCC will coordinate the district responses so they are synchronous. The IE&A Committee will review and approve all responses, including the district responses, on behalf of Santa Ana College.

- V. The *Follow-Up Reports* October 2009 and 2010 will be reviewed carefully. College Recommendation 1 and District Recommendations 1, 2 and 4 were addressed October 2009; District Recommendation 1 was addressed for a second time October 2010.

bnj/ revised 09-01-10; 09-22-10
Approved IE&A 09-01-10



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Agenda
October 13, 2010; A-105; 2:00-4:00pm

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- I. Approval of Minutes of September 1, 2011; approval of the minutes of September 22, 2010
- II. BAPR/BAPR WG Report
- III. Accreditation Update
 - a. Follow-Up Report
 - b. Midterm Report (Please bring the Appendices from the September 1, 2011 minutes)
- IV. Facilities Master Plan Update
- V. Environmental Committee
- VI. SACTAC
- VII. Student Success Committee
- VII. Other

bnj/09-23-10