



# SANTA ANA COLLEGE

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**Digital Media Center**

1300 S. Bristol St.  
Santa Ana, CA 92704-3424  
(714) 241-5812

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18301 Gothard St.  
Huntington Beach, CA 92648  
(714) 841-9645

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15991 Armstrong Ave.  
Tustin, CA 92782  
(714) 566-9200

September 24, 2014

Dr. Barbara A. Beno, President  
Accrediting Commission for Community & Junior Colleges  
10 Commercial Blvd.  
Novato, CA 94949

Dear Dr. Beno:

In preparation for the Commission's comprehensive review of Santa Ana College, the college has provided the Self Evaluation Report of Educational Quality and Institutional Effectiveness dated October 2014 in support of Reaffirmation of Accreditation. At this time, we would like to provide an Addendum for the Commission and the External Evaluation Visiting Team regarding some significant changes that have occurred at the college since the Report was submitted.

Changes are as follows:

1. Organizational Charts
2. Update on Administrative Regulations
3. BOT Approved 2014-2015 Adopted Budget
4. Participatory Governance Structure Handbook (revised)
5. Professional Development Update
6. Update on the School of Continuing Education
7. Update Related to College Recommendation 3
8. Strategic Plan Update 2014

We appreciate the Commission's thorough review and consideration of the Santa Ana College Self Evaluation Report and Addendum and look forward to the External Evaluation Team Site Visit October 6-9, 2014. The Addendum will also be sent to all team members and may be found at <http://www.sac.edu/Accreditation/2014SelfEval/Pages/Self-Evaluation-Reports.aspx>.

Sincerely,

Erlinda J. Martinez, Ed.D.  
President

cc: President Jill Stearns, External Evaluation Visiting Team Chair  
Dr. Al Alt, External Evaluation Visiting Team Assistant

PRESIDENT: Erlinda J. Martinez, Ed.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR: Raúl Rodríguez, Ph.D.

## EVIDENCE FOR ADDENDUM

1. **Organizational Charts:** SAC Administration ([1-1](#)), Academic Affairs ([1-2](#)), Student Services ([1-3](#)), Student Affairs ([1-4](#)), Administrative Services ([1-5](#)), School of Continuing Education ([1-6](#)), SAC Foundation ([1-7](#))
2. **Administrative Regulations** ([2-1](#); [2-2](#))
  - a. AR 3207, 3223, 3224, 3225, 3226 – delete
  - b. AR 3406 – combining AR 3700 and 3701 into one AR
  - c. AR 3515, 3550 – updated
  - d. AR 3600 – reworded to apply to all auxiliary organizations in district
  - e. AR 3820 – renumbered
  - f. AR 6305 – minor revision as suggested by auditors
  - g. AR 6507 – revised
  - h. AR 6750 – updated
  - i. AR 7001 – delete
  - j. AR 6117 (renumber to AR4020)

**Note: The AR's listed in 2.a-j were approved by District Council on June 15, 2014**

AR 6125 Educational Research (renumber to AR4410)  
AR 6131 Evaluation of Instructional Programs (revise)  
AR 6132 and AR6133 Course Prerequisites, Corequisites and Advisories (renumber to AR 4260)  
AR 6134 Program Discontinuance (renumber to AR4021)  
AR 6150 Media Systems (delete)

**Note: The AR's listed in 2.k-o will be approved by District Council September 15, 2014**
3. **Adopted Budget 2014-2015**
  - a. RSCCD Adopted Budget 2014-2015 ([3-1](#))
  - b. Board of Trustees Docket 09-08-2014 ([3-2](#)):
    - 1.13-Presentation on 2014-2015 Adopted Budget; 4.4-Approval of 2014-2015 Adopted Budget
  - c. Summary of Board Actions 09-08-2014 ([3-3](#))
  - d. Budget Presentation to the BOT 09-08-14 ([3-4](#))
4. **Participatory Governance Structure Handbook** ([4-1](#))
5. **Professional Development Update**
  - a. Organizational Chart Student Services ([5-1](#))
  - b. Faculty Professional Development—SAC hosts 3CSN ([5-2](#))
  - c. Faculty & Staff - Professional Development ([5-3](#))
6. **Update on School of Continuing Education** ([6-1](#), [6-2](#), [6-3](#))
7. **College Recommendations 3:** The team recommends that the college strengthen its communication with classified employees regarding governance service opportunities, processes, deliberations, and outcomes.
  - a. Chancellor's Update September 2014 ([7-1](#))
  - b. Reorganization in Student Services (Please see [5-1](#))
  - c. Invitation from Assistant Dean of Student Services to develop workgroup for Professional Development ([7-2](#))
  - d. Additional Classified Staff Survey ([7-3](#))
  - e. Management Council Meeting Summary 05-29-14, Item III ([7-4](#))
8. **Strategic Plan Update 2014** ([8-1](#))

## Links to Evidence

- 1-1 Organizational Charts: SAC Administration  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-1.Administration.pdf>
- 1-2 Organizational Charts: SAC Academic Affairs  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-2.AcademicAffairs.pdf>
- 1-3 Organizational Charts: SAC Student Services  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-3.StudentServices.pdf>
- 1-4 Organizational Charts: SAC Student Affairs  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-4.StudentAffairs.pdf>
- 1-5 Organizational Charts: SAC Administrative Services  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-5.AdministrativeServices.pdf>
- 1-6 Organizational Charts: SCE  
[http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-6.SCE\\_%2009\\_05\\_14.pdf](http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-6.SCE_%2009_05_14.pdf)
- 1-7 Organizational Charts: SAC Foundation  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/1-7.Foundation.pdf>
- 2-1 RSCCD District Council Meeting – August 11, 2014  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/2-1.DistrictCouncil-2014.pdf>
- 2-2 RSCCD Administrative Regulations (will be public by October 1, 2014)  
<http://rsccd.edu/Trustees/Pages/Administrative-Regulations.aspx>
- 3-1 RSCCD Adopted Budget 2014-2015  
[http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/3-1.RSCCD\\_AdoptedBudget-2014-2015.pdf](http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/3-1.RSCCD_AdoptedBudget-2014-2015.pdf)
- 3-2 Board of Trustees Docket 09-08-2014: 1.13 – Presentation on 2014-2015 Adopted Budget; 4.4 – Approval of 2014-2015 Adopted Budget  
<http://www.rsccd.edu/Trustees/Documents/Dockets/2014%20Dockets/09-08-14%20DOCKET.pdf>
- 3-3 Summary of Board Actions 09-08-2014  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/3-3.summary-09-08-14.pdf>

- 3-4 Budget Presentation to the BOT 09-08-14  
<https://www.rscsd.edu/Departments/Business-Operations/Documents/Budget%20Updates/2014/rscsd-adopted-budget-presentation-2014-15.pdf>
- 4-1 Participatory Governance Structure Handbook (to be posted)  
[http://www.sac.edu/committees/Documents/Participatory\\_Governance\\_Approved\\_Signed\\_2014.pdf](http://www.sac.edu/committees/Documents/Participatory_Governance_Approved_Signed_2014.pdf)
- 5-1 Organizational Charts: SAC Student Services (with highlighted change in Professional Development Responsibility)  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/5-1.StudentServices-ProfessionalDevelopment.pdf>
- 5-2 3CSN Conference at SAC – 2014  
[http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/5-2.3CSN\\_Conference-SAC.pdf](http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/5-2.3CSN_Conference-SAC.pdf)
- 5-3 Faculty & Staff - Professional Development  
<http://www.sac.edu/facultystaff/professional-development/Pages/default.aspx>
- 6-1 2014 Convocation – SCE  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/6-1.Convocation-F14.pdf>
- 6-2 SCE Update  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/6-2.SCE.pdf>
- 6-3 Proposal to Write Non-credit Transition to College Course Approved  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/6-3.Proposal.pdf>
- 7-1 Chancellor's Update – September 2, 2014  
<http://rscsd.edu/Discover-RSCCD/Documents/Chancellors-Update/2014/september2.htm>
- 7-2 Professional Development – Classified Leadership Work Group  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/7-2.ProfessionalDevelopment.pdf>
- 7-3 Training Needs Survey  
<https://www.surveymonkey.com/results/SM-DFJ5JSH8/>
- 7-4 Management Council Meeting Summary 05-29-14, Item III  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/7-4.ManagementCouncilSummary.pdf>
- 8-1 Strategic Plan Update 2014  
<http://sac.edu/Accreditation/2014SelfEval/Documents/Addendum/8-1.StrategicPlanUpdate-F14.pdf>