

Santa Ana College
Institutional Effectiveness and Assessment Committee
Meeting Minutes
October 31, 2007

Members Present: Ray Hicks, Thom Hill, Bonnie Jaros, Sara Lundquist, Jeff McMillan, Julie Slark, Maria Sugrañes, Sharon Whelan

Bonnie Jaros began the meeting at 2:08 p.m. and the minutes of the October 24, 2007 meeting were approved with no changes.

Institutional Program Reviews

Sara Lundquist presented information on institutional-level Student Learning Outcomes. There was discussion and determination that the SLOs would come from the course description. Maria and Bonnie are working on a grid to map the SLOs at the course level. Bonnie Jaros expressed a concern with assessments and indicated there needed to be staff development to discuss SLOs and how to write them in a robust way. It is important to make sure the SLOs on the course outline are assessable, and there must be multiple assessments. There will be an overlap for every outcome.

Institutional Outcomes

Assessment of SLOs was discussed and persistence, grade distribution and student satisfaction were mentioned. It was discussed that the student satisfaction survey is too generic and Sara Lundquist mentioned the importance of the assessment being calibrated to the SLOs.

Julie Slark mentioned the need for direct measure of learning. Course outlines are the guides for assessment and the diversity of students will affect the forms of assessment. Forms of assessment need to be looked at aside from grades. Course outlines need to state learning outcomes more specifically than an A grade is 90-100%. There was discussion of the SLOs (critical thinking, for example) that are difficult to assess. Capstones and demonstrations can be used as methods of assessment and it was recommended that rubrics be developed collaboratively at the department level and used in assessments. It was discussed that assessment development is ongoing and guidelines are needed to determine variable that affect assessments. It is important for students to know what is an acceptable outcome.

Program Review

The mission statement is not yet approved but should be approved at the November 19, 2007 meeting.

Bonnie Jaros met with Nikita Flynn and will need again in two weeks to work on the institutional background portion of the self-study. This type of excerpt will go also into the master plan.

The Strategic Plan has not yet been approved. Next Wednesday it will go to the College Council.

Development of the template for Program Review will be on the agenda for the next IE&A Committee meeting and there will be a discussion of department rotation. There will be a rotation system where portfolio work will be validated every four years alternatively with quadrennial review. Audit/Validation will be a check-off list.

Maria Sugrañes demonstrated models at *Inside SAC* for portfolios. A user can search without logging in and a search can be performed by Division. The website becomes our site for program review. Some of the links in the web site are to Articulation Agreements, Community Partnerhips, Archives, Current Progress Reports, Enrollment Data, Funding Requests, Funding Requests for previous years, information regarding other accrediting agencies, Staff Requests, Statistical Reports, and Internal Evaluation. Budget detail will be available at the web site and Division Deans will get automatic messages when a budget request is entered. This is a program assessment website and is a living document that is updated regularly.

At the next meeting the IE&A Committee will go into the web site and discuss the content. The Committee will work on the Program Review template. The template will need to go to the TLC and Academic Senate. Bonnie Jaros handed out a model to incorporate in the template at the next meeting. Julie Slark asked if Student Services can place their material on the web site. Maria Sugrañes will check with Sara Lundquist regarding the placement of the Student Services material.

Planning Calendar

The calendar was discussed and some revisions were made. The College Council should approve the calendar. It was discussed that Sara Lundquist should look at the planning calendar to possibly align it with the Student Services schedule. Bonnie Jaros will e-mail Sara Lundquist and Noemi Kanouse regarding the planning calendar.

The next IE&A Committee meeting will be on November 14, 2007.

The meeting adjourned at 3:50 p.m.