

SNATA ANA COLLEGE

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT COMMITTEE

Minutes of March 14, 2007

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

Guests: Erlinda Martinez

- I. Approval of the minutes of March 6, 2007—The minutes were approved as written.
- II. Discussion of April 13, 2007 *SAC Planning Retreat*—This committee has been designated the official planning group for the April 13<sup>th</sup> planning retreat.
  - A. The focus on the event will be to create goals and envision what SAC will look like at its 100<sup>th</sup> birthday in 2015.
  - B. Attendees will include the College Council, the executive officers of the Academic Senate, faculty representatives from each division, classified representatives, and student representatives from ASG. Kennethia will collect the list of names and send out the invitations. There will be 10 tables of 5-6 people. The members of the IE&A will facilitate discussion.
  - C. Facilitator—Erlinda is waiting to hear from John Grindel. If he cannot attend, Erlinda and Julie will introduce the event.
  - D. The time-frame will be 8:00-12:30 and will include a continental breakfast but not lunch.
  - E. The workgroups will begin with open-ended questions to develop strands, e.g., What is SAC great for? What is SAC known for? What will SAC be known for in 2015? If SAC is on the cover of *Time* as a model institution, what will its achievements be? What is success? The facilitators will aggregate the themes during the break. After the break, the workgroups will develop goals on one of the themes. All will be covered; more than one table may discuss the same theme. There will be a grid which will include the *goals, who is responsible, and strategies*. The third part of the discussion will be regarding to review the college mission statement. The final segment of the meeting will be a wrap-up statement by the retreat facilitator(s) and a statement about follow-up. (Draft Agenda is attached)
  - F. Packet—There will be a pre-packet which will include the BOT Goals and Vision statement, *12 Measures of Success*, reports from the 2001 SAC planning retreat, the college SLOs, the college and district mission statements and some demographic information.
  - G. To do: Determine items for the packets, create the grid, select workgroup members for each table, arrange for laptops (Maria and Sara will work on this), send pre=-packet information with expectations for the day.

The next meeting of the IE&A will be March 21, 2007 at 3:00 pm in the Fine and Performing Arts Conference Room in the Chavez Building.

DRAFT

SANTA ANA COLLEGE PLANNING RETREAT  
AGENDA  
April 13, 2007  
District Office Board Room

*100 Years of Excellence: Santa Ana College in 2015*

- 8:00-8:30 Check-in and Continental Breakfast
- 8:30-9:00 Introduction and Outcomes
- 9:00-9:45 Workgroups: Brainstorm/Discussion of Our Vision for SAC in 2015
- 9:45-10:00 Break for Workgroups/ Facilitators Aggregate Themes
- 10:00-10:15 Agree Upon Theme Assignments to Workgroups
- 10:15-11:00 Workgroups Create Goals from Themes
- 11:00-11:30 Summary of Workgroup Discussions
- 11:30-12:00 Review of SAC Mission Statement
- 12:00-12:30 Facilitator Wrap-up and Next Steps

BNJ