

SANTA ANA COLLEGE

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT COMMITTEE

Minutes March 21, 2007

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

- I. Approval of the minutes of March 14, 2007—The minutes were approved as written.
- II. Continued Discussion of April 13, 2007 *SAC Planning Retreat*
  - A. Kennethia is in the process of compiling the list of attendees; the list is 50% complete. The following persons will be added: Sharon Whelan, Paula Garcia, Thom Hill, Todd Huck, Brian Shroeder, George Troxcil and Julie Slark.
  - B. John Grindel will not be able to serve as the facilitator for the event. Erlinda and Julie will serve as the facilitators.
  - C. The committee agreed that a theme-designed message, a *brand*, should be designed. It would be used for the invitations, name tags, documents, table signs, etc. for this event, and then for future documents that will be disseminated as a result of this event. Bonnie will contact Sue Groetsch and ask her to create the brand. The theme has been changed: *2015: The Next Century of Excellence at SAC*. This theme emphasizes the future and shows SAC as a dynamic, exemplary institution.
  - D. Each table will be supplied with a laptop. Sara will refine a grid which be put on each laptop. The grid will be a template for discussion and the outcome of the event to include columns with: *Goals* (not more than two-three), *Strategies*, *Who is Responsible & Measures*. Before the discussion about specific goals takes place, the tables will receive instructions on how to proceed.
  - E. At the beginning of the event, faces of our students and community will be projected. A “*Time-like cover*” will be created and projected as the table dialogue begins.
  - F. The committee has decided that after the workgroup table discussions, the grids will be projected and the groups will report the goals only. Some comments may be made by the facilitator after all groups have reported. The discussion of the Mission Statement, which will follow, will be an open discussion and will deal with the question: Is the SAC Mission Statement in line with the goals discussed?
  - G. The next steps should include a document which integrates and synthesizes the work of this day into a planning model that clearly demonstrates the links between integration of plans and allocation of resources. It should specify how the goals will be achieved with timelines, who is responsible, and what the follow-up steps will be. There should also be a SAC Planning web page.
  - H. The Planning Model, including and Institutional Effectiveness Plan, will be embedded in institutional structures and practices. The model and assessment

of the goals should be conducted annually so systematic improvement may be made.

The next meeting of the IE&A will be March 28, 2007 at 3:00 pm in A-109. We will discuss Institutional Effectiveness models, review the *brand*, review the agenda and identify the attendees of each table.

DRAFT

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

*2015: The Next Century of Excellence at SAC*

- 8:00-8:30 Check-in and Continental Breakfast (*wallpaper slide show*)
- 8:30-9:00 Introductions and Outcomes (Erlinda and Julie)
- 9:00-9:45 Workgroups: Brainstorm/Discussion of Our Vision for SAC in 2015  
(*Time image*)
- 9:45-10:00 Break for Workgroups/ Facilitators Aggregate Themes
- 10:00-10:15 Agree Upon Theme Assignments for Workgroups
- 10:15-11:00 Workgroups Create Goals from Themes (*grid*)
- 11:00-11:30 Summary Workgroup Discussions (*Maria synthesizes grids; facilitator highlights comments/asks questions*)
- 11:30-12:00 Open Discussion of SAC Mission Statement
- 12:00-12:30 Facilitator Wrap-Up and Next Steps

BNJ

