

**SANTA ANA COLLEGE**  
**INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT COMMITTEE**  
**Minutes May 2, 2007**

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

**Guests:** President Erlinda Martinez

- I. April 13, 2007 SAC Planning Retreat Discussion—**
  - A.** The committee reviewed the documents and confirmed the accuracy of them.
  - B.** It was decided that Bonnie will redo the *Vision Themes document* to align it with the *Vision Themes/Goals document*. As broad-based input is one of our goals, the *Vision Themes document* will then be sent to the chairs of the governance committees and all managers to disperse to department chairs. This committee will review the feedback at the May 23<sup>rd</sup> meeting. Then it will be sent to President Martinez for her to discuss with President's Cabinet. President Martinez would like to unveil this document at the Fall Faculty/Staff meeting.
  - C.** This committee will work on the Goals / Strategies / Measures/ Timelines/ Leads as much as possible at our May 16<sup>th</sup> and 23<sup>rd</sup> meetings. The SACTAC committee will work on *Vision Theme II: Use of Technology*; The Workforce Development Council will work on *Vision Theme V: Workforce Development*. Maria will bring *Vision Theme II* to SACTAC; Bonnie will send *Vision Theme V* to Ed Ripley.
  - D.** Timelines must also be set for completion of the goals chart, implementation, and progress assessment. This group will work on a Planning Calendar.
  - E.** The Mission Statement comments were reviewed and discussed. This group will review the Mission Statement in tandem with the Accreditation Standards regarding mission statements. Some preliminary guiding thoughts were that the statement needs to be abbreviated, but it must identify the constituency we serve and include learning as central to the mission.
- II. Existing Planning Documents—**A list of plans is needed. Bonnie will request that President's Cabinet provide a list. This group will then discuss integration of plans and our goals. We must also be careful to distinguish between operational plans and long-term planning of the college.
- III. Review of IE Models—**This item was deferred.
- IV. Plan a Working Meeting—**The entire committee will meet to review the goals, review the Mission Statement and create a Planning Calendar 5/16 and 5/23.

The next meeting of the Institutional Effectiveness and Assessment Committee is May 16, 2007 at 3: 00 pm in the Fine and Performing Arts Conference Room.

**BNJ**