



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee

Workgroup Meeting Minutes May 23, 2007

Those Present: Bonnie Jaros, Julie Slark, Maria Sugañes

- I. **Report regarding the Mission Statement**—Bonnie will be discussing the work of the IE&A Committee with President Martinez on June 4, 2007. She will clarify the status of the mission statement at that time. If President Martinez wishes the committee to continue its work on the mission statement, a small workgroup will do the groundwork and bring it to the IE&A committee for preparation for the President's Council.
- II. **Planning Calendar**—A short-term and long-term planning calendar was discussed. The short-term calendar will include completion of the work for the college Strategic Plan as well as the implementation of the plan. The long-term calendar will include the integration and cyclical nature of the Strategic Plan. Julie will create a chart for IE&A committee discussion. The elements include:
 - A. Go over vision themes/ goals and send goals to leads to create strategies by the end of July 2007.
 - B. IE&A committee reviews documents sent by leads and finalizes by end of August 2007
 - C. President's Council reviews document September 2007
 - D. Mission Statement sent to president's Council by end October 2007 (pending President's request)
 - E. Department Portfolios due February 2008/ Budget developed/ assess progress every February thereafter
 - F. IE&A progress check April 2008
 - G. IE&A recommendations to President's Council may 2008
 - H. Facilities/Budget/Personnel plans need to be incorporated
- III. **Vision Themes/Goals**—The goals were slightly revised taking into account the guidelines of the IE&A Committee: Are the goals feasible? Are the goals visionary? (Please see attached)
- IV. **Other**—The IE&A committee will need to work during the summer. This will impact faculty.

