



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes of October 15, 2008

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Members Present: Norm Fujimoto, Ray Hicks, Bonnie Jaros, Sara Lundquist, Jeff McMillan, Nga Pham, Maria Sugrañes, Sharon Whelan, John Zarske

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- I. Approval of Minutes of October 1, 2008**—The minutes of October 1, 2008 were approved as written.
- II. Strategic Plan Workgroup Reports**
Theme II: 1. The SACTAC agenda will now revolve around *Theme II* of the *Strategic Plan*. 2. Maria, Brian, Nga and Bonnie met to discuss Theme IIA.1 regarding the activities related to determining technology skill sets required for students for graduation and within disciplines. SACTAC devised a survey which Nga has analyzed. Bonnie will bring recommendations related to the Core Competencies and Plan A to the TLC for initial discussion. This will then be brought to C&I for wider discussion to be held at the division curriculum committees. If any changes are recommended for Plan A, C&I will approve them. If recommendations are recommended for Core Competencies (possible #3—Information Competency), this will be sent to C&I, then IE&A for incorporation into the *Educational Master Plan*. This process be initiated at the October 27th TLC meeting and will be ongoing until mid-late spring. 3. Theme IIA.2 was also discussed. This item will be sent to C&I for discussion. Bonnie will request that department discussions include: “Determine skill sets of incoming students”; “Determine technology skill sets by department/discipline”; and “Imbed technology skills into appropriate department curriculum” when preparing the goals and objectives of the DPP and when doing direct SLO assessment for the PA/PR.

Theme III: Ray and Bonnie attended the *On Course I* training. Bonnie will also place the “Life Skills” Core Competency on the TLC agenda for discussion as a result of some of the techniques discussed in the *On Course* workshop.

- III. **Accreditation**—ACCJC team visits for SAC and SCC (each with a different team) will take place next week, October 20-23rd. Norm reported that all logistics have been taken care of, and the interview schedule with individual team members and selected persons has been scheduled, although other interviews may be requested when the team arrives. The first meeting will take place on October 21st at the District Office with the Board of Trustees. Tuesday morning there will be a working breakfast with the standards co-chairs and the chair of the visiting team, Dr. James Meznek. No open forums have been scheduled at this time. The “Exit Interview” is Thursday, October 23rd at 2:00 pm in Phillips Hall. Please see “Notes from the President—Special Edition: Accreditation,” sent to the entire SAC family by President Martinez, for information regarding the visit and the brief biographies of all the team members.
- IV. **TLC Report**—Bonnie reported that the TLC will be sponsoring a “Best Practitioners Fair” the third week of the spring semester. (Please see **Addendum 1** for excerpt from TLC minutes of October 13, 2008.) Discussion will also occur regarding technology and the Core Competencies as well as Life Skills across the curriculum.
- V. **Budget Report**—Jeff led a discussion about the budget-cutting process. It was noted that the president and vice presidents at SAC have done a good job of leading the cuts considering the large task and tight timelines afforded them. However, it was also noted that there may be other ways for the district to give the colleges more ability to cut creatively while accomplishing the same outcome. Jeff has also made a recommendation to Vice Chancellor Hardash to place the Budget Allocation Model on the BAPR agenda for review to analyze what works and what might be improved. Review of the BAM was also a recommendation of the “Planning Workgroup” last June. Jeff will lead a discussion regarding the Budget Allocation Model at the next IE&A meeting, October 29, 2008.
- VI. **Other**—It was recommended that Jeff McMillan, as co-chair of the Budget Committee, remain on IE&A as the designee for budget since the VP of Administrative Services is interim and cannot attend meetings.

Addendum 1 (Excerpt from TLC minutes of October 13, 2008)

TLC-Sponsored “Flex Plus” Events:

a. **Best Practitioners Fair**— The TLC will sponsor this event the second or third week of classes in the spring semester. It was recommended that the hallway on the east side of the Chavez building be used with tables so “Round Table” discussions may occur

on a variety of themes. A survey will be sent to all faculty to ascertain topics they would like to see addressed. It was also recommended that a “prize” be offered on that day. (Please see attached for possible Round Table discussion items.)

b. The 45-minute “How to...”: After the Best Practitioners Fair, the TLC will conduct another survey to see which topics the faculty would like to delve into a bit more deeply. Once a month a 45-minute “How To...” will be offered through the rest of the spring semester and the following fall semester.

c. Open House Passport Event—One month in the spring, “Passports” will be sent to all faculty with a list of the labs and “help” centers offered for students. Faculty will have one month to visit these areas, e.g., the Success Center, the Math Study Center, the Writing Center, the Anthropology Lab, the Reading Lab, the Tutoring Center..., and get their passports stamped. The faculty member who has gone to the most centers (there will have to be criteria regarding what they will do there) will win something (to be determined).

Attachment 1: Ideas for *Best Practitioners Fair* (Please feel free to add or delete)

1. Writing Simple Rubrics
2. Easy Collaborative Learning Techniques
3. CATs
4. Library information available to faculty
5. What’s at the Tutorial Center
6. Writing effective SLOs
7. Incorporating Life Skills into your course
8. Determining the reading level of your textbook
9. Reading strategies across the curriculum
10. Using a Graphic Organizer for “Lectures”
11. Using the Dialectical Journal
12. English DOES have spelling rules!
13. Menu for Innovative Classroom Technology (added at IE&A meeting 10-15-08)
14. On Course (added at IE&A ,meeting 10-15-08)
- 15.

16.

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