SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes of September 3, 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.

<u>**Members Present**</u>**:** Norm Fujimoto, Paula Garcia, Bonnie Jaros, Jeff McMillan, Nga Pham, Sara Lundquist, Ed Ripley, Maria Sugrañes, John Zarske

I. Welcome! Overview of Our Upcoming Work—
   A. The IE&A committee welcomed new members: Nga Pham, Institutional Director of Research, Ed Ripley, Vice President of the School of Continuing Education, and John Zarske, President-elect of the Academic Senate and co-chair of the Facilities Committee. The committee also expressed appreciation to Jeff McMillan for continuing to serve this semester especially in light of the upcoming accreditation site visit. Jeff will also be the co-chair of the Budget Committee, so this liaison will be important.
   B. IE&A was established as a governance committee less than a year ago to be the oversight committee for alignment of planning and budget. As such the overarching goal of the committee is the coordination of all planning efforts and all planning documents via the *Educational Master Plan.* Specific tasks centered around *Strategic Plan* updating, follow-up to Teaching Learning Committee recommendations and Student Services Program Review recommendations, oversight of the Environmental Workgroup, and program review coordination will be among the major activities for the year.
II. Approval of Minutes of May 28, 2008—The minutes of May 28, 2008 were approved as written.
III. Strategic Plan Updating for Fall 2008—On April 16, 2008, the IE&A committee created a cycle of ongoing *Strategic Plan* review. (Please see Attachment 1.) Work groups were formed according to the Vision Themes utilized for the development of the *Strategic Plan*. Lead persons of the workgroups will create appropriate committees and conduct dialogue to determine how the activities of the Vision Theme will be actualized. "Vision

theme lead persons" will report back to IE&A on an ongoing basis. (Please see Attachment 2.)

IV. Program Review Recommendations—The Program Review efforts of the PA/PR (15 departments), Student Services PR, Administrative Services PR and President's cabinet portfolio were very successful. The TLC has sent IE&A a report of recommendations, and IE&A has created an end-of-year report (all on InsideSAC.net) which has been sent to College Council, the Facilities Committee, the Budget committee, FARSCCD, the Academic Senate and SACTAC so that all planning bodies will be apprised of the results and recommendations which came forth from program review efforts. Bonnie will be in contact with each of those entities to follow up. Sara also would like to coordinate the PA/PR and SS PR more closely this year. All efforts are to unify all planning efforts and avoid duplication or working a cross purposes. In addition, the link to the budget is more critical than ever.

V. Accreditation Update—

    A. Norm reported that there are currently eight team members assigned to the SAC accreditation site visit October 20-23. The Commission is still planning to send three more members.

    B. President Martinez will hold two Accreditation Forums to explain the process of accreditation and the team visit and to respond to any questions from the college community. The forums will be September 17, 2008 from 3:00-4:30 pm in D-106 and September 18, 2008 from 3:00-4:30 pm in A-210.

    C. Each member of IE&A should have a copy of the *Institutional Self Study for Reaffirmation of Accreditation*. DVDs are available—all documents are linked in that version. The self Study is also online, but the documents are not linked.

VI. *Educational Master Plan* Update—The *Educational Master Plan* has just arrived from the printer. It will be distributed to all deans, College Council members, the Executive Committee of the Academic Senate, two copies to FARSCCD, two copies to CSEA, three copies to the Nealley Library, ASG, IE&A members, two copies to the CEC Resource Room, the co-chairs of all governance committees, and the Chancellor's Cabinet. DVDs will also be available shortly.

VII. Responsibilities of the *Environmental Workgroup*—The co-chairs of the *Environmental Workgroup* are Loy Nashua and Zack Fish. Bonnie will contact them to request that they invite members from all constituencies, including students; they develop goals for the year, keeping in mind the *Strategic Plan*; they keep formal agendas and minutes; and they report to IE&A once per semester. Sara and Norm will work together to provide some guidance regarding the goals for the year. Sara will send these to Bonnie.

VIII. Other—

    A. Bonnie will provide the May 5, 2008 and May 19, 2008 minutes of the Teaching Learning Committee and the End-of-Year Report of IE&A to the IE&A Committee as information for discussion within the workgroups established for the *Strategic Plan* updating.

B.   InsideSAC is now open to the ACCJC team members via the CD rom version of the Institutional Self Study. Information regarding IE&A is on InsideSAC. Maria requested that the members of the committee review the web pages to see if they are clear and easy to access.

C.   It was recommended that a page be attached to the Strategic Plan indicating "Vision Theme Liaisons" (Please see Attachment 2).

ATTACHMENT 1: Cyclical Strategic Plan Review
(Item Ib extracted from the minutes of the IE&A Committee April 16, 2008)

I.   To revise the *Strategic Plan*

b. IE&A will discuss progress on the goals/activities of the *Strategic Plan* every spring and update it as needed. To ascertain that the activities of the *Strategic Plan* are carried out by those designated as responsible, the following is recommended commencing 2008-2009:

      i.   Early in the fall semester, IE&A will review the plan for "who/how/when." In pairs, members of IE&A will convene work groups of those responsible for the activities of the plan. At that meeting, there will be full discussion of what needs to be done, a timeline and agreement by those responsible to carry out the activities.

     ii.   A reminder will go out early February to those responsible for the activities.

   iii.   At the end of April, IE&A will receive the updates from those responsible for the activities. In addition, it will receive the PA/PR recommendations as well as the recommendations of the SS and Admin Services PR.

   iv.   Early May IE&A will make changes to the plan based on all input, as needed. The updated version will be sent to the President, who will have it approved by College Council.

    v.   The *Strategic Plan* will be put on InsideSAC by theme as well as in an integrated document.

SANTA ANA COLLEGE
VISION THEMES
Strategic Plan Workgroup Liaisons 2008-2009

I. **Student Achievement—Bonnie Jaros, Paula Garcia Sara Lundquist, Sharon Whelan**
   - A. Increase academic literacy and learning across disciplines—Bonnie Jaros/Sharon Whelan
   - B. Eliminate economic barriers to student achievement—Sara Lundquist/Paula Garcia
   - C. Increase program completion/transfer/employment rates for all students—Norm Fujimoto
   - D. Promote excellence in teaching/learning—Bonnie Jaros
   - E. Increase credit/non-credit articulation—Ed Ripley/Paula Garcia

II. **Use of Technology—Maria Sugrañes (SACTAC)**
   - A. Graduate students with highly competitive skills for continuing education and professional life
   - B. Provide a technology-rich environment for faculty, staff and students
   - C. Provide innovative classroom technologies that will enable faculty to enhance and facilitate student learning

III. **Innovation—Ray Hicks, Paula Garcia, Sara Lundquist, Maria Sugrañes**
   - A. Increase development of innovative teaching techniques—Ray Hicks/Maria Sugrañes
   - B. Embed skills and attitudes across the college—Ray Hicks/Maria Sugrañes
   - C. Develop systems for increased access/outreach—Paula Garcia/Sara Lundquist

IV. **Community—Norm Fujimoto, Paula Garcia, Sara Lundquist**
   - A. Attain a higher "achievement attitude" among our prospective student population and supporting networks—Paula Garcia/Sara Lundquist

B. **Foster an awareness of the college as part of the community—Sara Lundquist**

C. **Increase interest in lifelong learning/healthful living across the college—Norm Fujimoto**

D. **Increase awareness and practice of healthful living across the college and community—Norm Fujimoto**

V. Workforce Development—Ed Ripley

A. **Expand and identify partners and collaborate with industry and communities to identify workforce needs**

B. **Integrate basic skills and workplace competencies**

C. **Support regional development by becoming the primary local source of skilled employees for high demand occupations**

VI. New American Community—Norm Fujimoto, Bonnie Jaros

A. **Increase awareness and foster proactive civic responsibility—Bonnie Jaros**

B. **Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution—Norm Fujimoto**

C. **Create an environment that encourages cross-disciplinary dialogues and discussions—Bonnie Jaros**

D. **Create an environment among faculty, staff and students that encourages cross disciplinary collaboration, activities and dialogues—Bonnie Jaros**

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SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Agenda
September 3, 2008
2:00-3:00 pm
A-105

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    I.   **Approval of minutes of September 3, 2008**
    II.   **Flowchart of Governance Committee Structure**
    III.   **Strategic Plan Workgroup Reports**
    IV.   **Accreditation Update**
    V.   **Environmental Workgroup Update**
    VI.   **Other**

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