



**Institutional Effectiveness and Assessment Committee  
Minutes  
January 23, 2007**

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

- I. Approval of Minutes of December 12, 2007:** The minutes were approved as written.
- II. *Portfolio Assessment/Program Review Document:*** The document was approved in principle. Sharon will bring a “fantasy prototype for PA/PR.” The committee will then be able to assess the template questions. The *Santa Ana College Month-by-Month Planning Calendar* was reviewed. One timeline will be adhered to for Academic Affairs, Student Services and Administrative Services, i.e., one timeline for the entire college community. President’s Cabinet will also be conducting a PA/PR assessment quadrennially. Maria will work on a graphic to align with the Month-by-Month calendar to demonstrate the cyclical, iterative nature of the Portfolio Assessment/Program Reviews.
- III. Development of PA/PR Calendar:** Eight departments have been selected to conduct PA/PR this spring (Art, Automotive, Chemistry, Fire, Health, Marketing, Nursing, Reading). Expectations are to utilize the PA/PR template, which will be provided online. Links may be added to the answers to the questions that apply to the department.
- IV. Student Services Program Review:** Student Services will conduct Program Review annually within the Department Planning Portfolio. Sara will provide a philosophy statement and template for the EMP for the next IE&A meeting. (Noemi will provide a document for Administrative Services, which will conduct its review quadriennially.)

- V. **Overview of SAC Institutional Effectiveness Structures**—This item was deferred.
- VI. **Other**

**Attached: Santa Ana College Month-by-Month Planning Calendar;  
Educational Master Plan Program Review Part I.**

**The next meeting of IE&A will be February 13, 2008 at 2:00 pm in the  
Academic Senate Conference Room.**

**bnj/**