



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
April 16, 2008

Members Present: Ray Hicks, Bonnie Jaros, Jeff McMillan, Julie Slark, Maria Sugrañes, Sharon Whelan

- I. There was a single agenda item: To revise the *Strategic Plan* to present to President Martinez.**
 - a.** President Martinez has agreed to send a notice “to ALL” commemorating the development of the *Vision Themes* one year ago at the April 13, 2007 College Planning Retreat. She will highlight the development of 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.

The next meeting of IE&A is April 30th at 2:00 pm in A-105.

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