SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
December 2, 2009

To: Distribution
From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

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>**:** Paul Foster, Norm Fujimoto, Ray Hicks, Bonnie jaros, Sara Lundquist, Nga Pham, Maria Sugrañes, Sharon Whelan, John Zarske

I. Approval of Minutes of November 4, 2009—The minutes of November 4, 2009 were approved as written.

II. Accreditation Update—The ACCJC Follow-Up team visit was held November 17, 2009 at the District Office for both SAC and SCC. The team conferred with the chancellor and members of the Board of Trustees regarding district recommendations; they met with President Martinez, Vice President Fujimoto, Mr. Ray Hicks, Dr. Jeff McMillan and Dr. Bonita Jaros regarding the Santa Ana College college recommendation. The Commission will meet in mid-January 2010 to review the team reports and give their dispensation.

III. Budget Update—Paul reported: A. The governor will announce the proposed state budget on January 15, 2010. There will be approximately a $20 billion statewide shortfall; reduction for SAC for 2010-2011 can be approximately $15 million. To that end, the SAC Budget Committee will develop a set of priorities with a greater level of detail than the current priorities. .B. The Budget Allocation Model has been under review by the BAPR Workgroup for the last two months. The Board of Trustees will review information provided by the workgroup at the February 1, 2010 Board of Trustees Planning Retreat. C. Norm reported that the summer session will be held, but there will be some cuts.

IV. *Strategic Plan* Workgroups Update—Bonnie requested that in February and March of the 2010 spring semester the workgroups provide written reports. Sharon reported that the *Vision Theme I: Student Achievement Workgroup* met. Items of discussion included: the definition of "Academic Literacy"; an

SSPIRE grant related to the theme of integration of student services and instruction; professional development; Freshman Experience and BSI integration; the February 5, 2010 college-wide Flex Calendar Common-Day meeting related to BSI. It has been determined that one of the common days of the Flex Calendar will be used as an academic gathering for best practices used to enhance student success (for example, videos demonstrating application of strategies will be shown followed by break-out sessions) followed by the division meetings.

V.   C&I Update: CurricuNet—Maria reported that the CurricuNet company has been provided documents which they will assess so they can build a mock-up and demo. Maria and Bonnie attended a meeting at CEC so that the School of Continuing Education will be able to integrate as well. When the mock-up is prepared, several persons will be consulted, including the division secretaries and the deans, who will share the information with the department chairs. In addition, the C&I Council will be consulted regarding several pieces. The target for having the system running live is April 2010.

VI.   Facilities Update—Ray reported that the *Facilities Master Plan* is under review. The Facilities Committee will seek input from all constituency groups right as well as students and the community, before the spring semester begins, to determine what the vision is for SAC in they next 10-15 years. It was recommended that we be provided with some material related to futuristic facilities planning and some guidance in order to properly analyze this issue. We do know that we would like all facilities planning to be linked to the educational goals and vision of the college and the portfolio assessments.

VII.   Other:

    A. Core Competencies—A slight revision to *Core Competency 3b: Technology Competency* was approved by the Curriculum and Instruction Council adding "graphing calculators." (See Appendix A.)

    B. Board Vision and Goals—The Board of Trustees will hold its annual Planning Retreat on February 1, 2010. The members of IE&A are requested to review the Vision and Goals as well as the *Strategic Plan* documents and be prepared for comment at the next IE&A meeting on December16, 2009. (See separate attachments.)

The next meeting will be held December 16, 2009 from 2:00-4:00 pm in A-105.

Members:		**cc:**
Paul Foster	Sharon Whelan	Erlinda Martinez
Norm Fujimoto	John Zarske	Kennethia Vega
Paula Garcia		Jeff McMillan
Ray Hicks		
Bonnie Jaros		
Sara Lundquist		
Nga Pham		
Ed Ripley		
Maria Sugrañes		bnj/

Educational Master Plan
COLLEGE-WIDE CORE COMPETENCIES
(The basis of General Education Student Learning Outcomes)

1. Communication Skills	**a. Listening and Speaking** Students will listen actively and respectfully to analyze the substance of others' comments. Students will speak in an understandable and organized fashion to explain their ideas, express their feelings, or support a conclusion. **b. Reading and Writing** Students will read effectively and analytically and will comprehend at a college level. Students will write in an organized and grammatically correct fashion to explain their feelings and support a conclusion.
2. Thinking and Reasoning Students will identify and analyze real or potential "problems" and develop, evaluate, and test possible solutions using creative thinking, analysis and synthesis, quantitative reasoning, and/or transfer of knowledge and skills to a new context as appropriate.	**a. Creative Thinking** Students will develop the skills to formulate original ideas and concepts in addition to integrating those of others in the creative process. **b. Critical Thinking** Students will think logically in solving problems; explaining their conclusions; and evaluating, supporting, or critiquing the thinking of others. **c. Ethical Reasoning** Students will demonstrate an understanding of ethical issues that will enhance their capacity for making sound judgments and decisions. **d. Quantitative Reasoning** Students will use college-level mathematical concepts and methods to understand, analyze and explain issues in quantitative terms.
3. Information Management	**a. Information Competency** Students will do research at a level that is necessary to achieve personal, professional and educational success. They will use print material and technology to identify research needs, seek, access, evaluate and apply information effectively and responsibly. **b. Technology Competency** Students will use technology learning tools and

	technology applications at a level appropriate to achieve discipline-specific course requirements and standards. Demonstrated skills might include, but are not limited to: word processing and file management; use or development of simulations, web pages, databases; graphing calculators; etc.
4. Diversity Students will develop individual responsibility, personal integrity, and respect for diverse peoples and cultures of the world.	**a. Cultural** Students will respect and work with diverse people including those with different cultural and linguistic backgrounds and different abilities. **b. Social** Students will interact with individuals and within groups with integrity and awareness of others' opinions, feelings and values. **c. Environmental** Students will demonstrate an understanding of ethical issues that will enhance their capacity for making decisions and sound judgments about the environment.
5. Civic Responsibility Students will take personal responsibility for becoming informed, ethical and active citizens of their community, their nation and their world.	
6. Life Skills	**a. Creative Expression** Students will produce artistic and creative expression. **b. Aesthetic Appreciation** Students will respond to artistic and creative expressions. **c. Personal Growth** Students will demonstrate habits of intellectual exploration, personal responsibility, and practical and physical well-being. **d. Interpersonal Skills** Students will participate effectively in teams, committees, task forces, and in other group efforts to make decisions and seek consensus.
7. Careers Students will develop the knowledge and skills necessary to select and develop careers.	