SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes of March 18, 2009

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, Ray Hicks, Bonnie Jaros, Sara Lundquist, Jeff McMillan, Nga Pham, Ed Ripley, Sharon Whelan, John Zarske

I. **Approval of Minutes of February 25, 2009**—The minutes of February 25, 2009 were approved as written.

II. **Strategic Plan Workgroup Reports—**

   A. The *Vision Themes* sub-groups continue to meet. The deadline for update submission to Bonnie is April 24th so the 2009 spring update may be sent to other governance committees expeditiously. Please see attached and put your update in the column "Progress on Goals: Spring 2009")

   B. Nga suggested that the Strategic Plan goals be aligned with the BOT Vision Statement. As the Vision Statement is a paragraph, the *Vision Themes* are aligned with *RSCCD Board of Trustees Goals of 2007-09.* (Please see **Attachment A.**)

   C. It was determined that a column should be added to indicate the alignment of budget to the progress on goals of the *Strategic Plan.* Bonnie has discussed this with Ray Hicks and Paul Foster. The Budget Committee will receive the Strategic Plan Progress on Goals at the end of April. Jeff McMillan and Paul, co-chairs of the Budget Committee, and Ray Hicks, co-chair of BAPR and the SAC Academic Senate President, will determine the best way to effect this for this year. (It is not meant to be a balance sheet but a demonstration of linkage. This will contribute to the SAC Response to the ACCJC Team Recommendation for the *Follow-Up Report* of October 15, 2009.)

III. **Accreditation Report**

   a. **SAC Planning and Budget Processes Chart (EMP p 35)**—Bonnie showed the changes made in the *Planning and Assessment Processes* Chart of the EMP. This has already been shared with the Budget

Committee and BAPR. It is now called the *Planning and Budget Processes* Chart, and it includes the PA/PR of academic affairs, but it more closely links budget and planning. (Please see **Attachment B.**) It is a work-flow chart, not an information-flow chart. It is understood that information should continually flow back and forth. It has been approved by the SAC Accreditation Taskforce.

b. **District Planning and Budget Recommendation (*12 Measures of Success*)**—Ray reported that the accreditation taskforce for the district budget-planning linkage recommendation took place on March 10th. Several recommendations were made to BAPR, which will continue the work for the *Follow-Up Report*. As a result, BAPR will undertake as action the following: 1. Inventory of district-wide planning documents; 2. RSCCD Planning Timeline (IE&A will review this and align the college timelines); 3. BOT Planning Workshop; Define the role of the BAPR Workgroup; 4. Discuss a program review model. It is also important for IE&A to review the board Vision Statement as well as *12 Measures of Success.* This will be done at the next meeting.

IV. **TLC Report**—Bonnie reported that the CLI/Professional Development Advisory Workgroup has been formed to integrate all professional development activities, including BSI, flex, SCE, and make recommendations for new professional development activities. A calendar of all events may be found on InsideSAC.net under "Professional development." Although the calendar is not populated at this time, we will begin filling it in shortly. The TLC is promoting the concept of an integrated approach for all staff which is extremely cost effective. The *Best Practitioners' "45-minute How to…"* has been expanded and will include presentations by many colleagues to any department wishing the training on that list. (Please see **Attachment C**.) In addition, this group will make recommendations for integration of the CLI into professional development.

V. **Budget Report**—Jeff reported that President Martinez would like to have a special meeting of the Budget Committee. It is recommended by the chairs that the meeting be held after more information may be disseminated regarding state as well as district processes and numbers. Clearer options may then be considered.

VI. **Governance: Policy on Interim Administrative Positions**—This item will be considered at the next meeting. Sara will clarify some definitions, including "temporary" and "interim." (Please see **Attachment D.**)

VII. **Other**

The next meeting will be April 1, 2009 from 11:00am -12:30pm. Please note the time change, and please bring your copy of the *Educational Master Plan*.

bnj/3-19-09

RSCCD Board of Trustees' 2007-09 Goals

1. Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.

2. Increase access and retention for completion programs, including transfer, vocational, and high school diploma programs, and prepare students for success in their academic, career, and personal life endeavors.

3. Implement facilities master plans, and incorporate "green" efforts into facilities development and other efforts where possible and cost-effective.

4. Promote flexible, cost-effective educational programs and services, including the use of cutting-edge technology and educational program delivery via technology.

5. Pursue alternative funding sources to implement the district's vision and goals, and encourage the foundations to create plans for capital campaigns and alumni association development.

6. Maintain a positive, productive working environment for employees, recognizing and embracing diversity, and enhancing staff development opportunities that address innovation and technology.

7. Expand partnerships with business, labor, community groups, universities, schools, and other public agencies in order to ensure student access and success, ensure robust economic development programs, and be responsive to

workforce development needs and high demand career fields.

8. Assess the educational needs of the communities we serve, and enhance awareness of the colleges and community involvement through outreach and advocacy among community constituencies and leaders.

SANTA ANA COLLEGE
VISION THEMES
Aligned to RSCCD Board of Trustees Goals 2007-2009

I. Student Achievement [1, 2]
   A. Increase academic literacy and learning across disciplines
   B. Eliminate economic barriers to student achievement
   C. Increase program completion/transfer/employment rates for all students
   D. Promote excellence in teaching/learning
   E. Increase credit/non-credit articulation

II. Use of Technology [4, 6]
   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 [1, 2, 4, 5]
   A. Increase development of innovative teaching techniques
   B. Embed skills and attitudes across the college
   C. Develop systems for increased access/outreach

IV. Community [1, 2, 7, 8]
   A. Attain a higher "achievement attitude" among our prospective student population and supporting networks
   B. Foster an awareness of the college as part of the community

C. Increase interest in lifelong learning/healthful living across the college

V. Workforce Development [5, 7, 8]
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 [1, 3, 6]
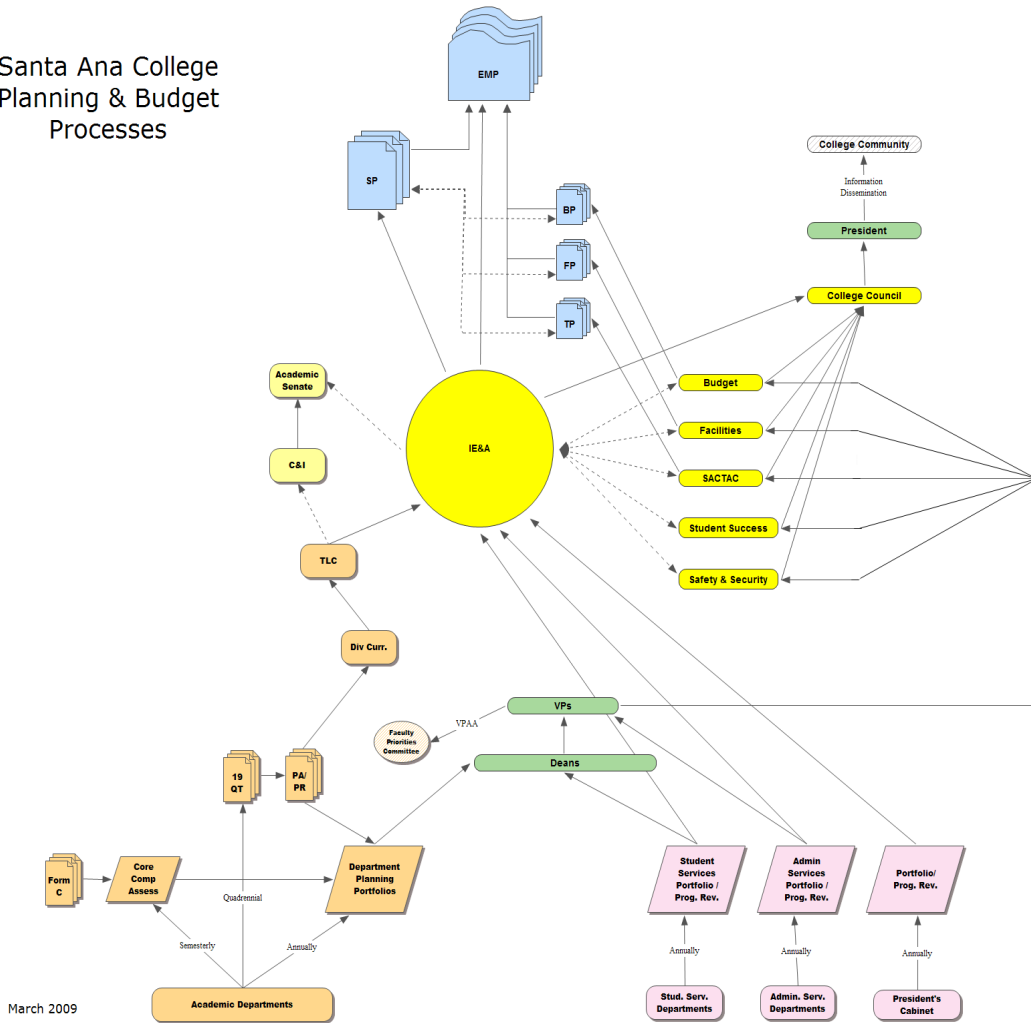A. Increase awareness and foster proactive civic responsibility
B. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution.
C. Create an environment that encourages cross-disciplinary dialogues and discussions

bnj /3-19-09

ATTACHMENT B

Santa Ana College
Planning & Budget
Processes

EMP

SP

BP

FP

TP

College Community

Information
Dissemination

President

College Council

Academic
Senate

IE&A

Budget

Facilities

SACTAC

Student Success

Safety & Security

C&I

TLC

Div Curr.

Faculty
Priorities
Committee

VPAA

VPs

Deans

19
QT

PA/
PR

Form
C

Core
Comp
Assess

Department
Planning
Portfolios

Student
Services
Portfolio /
Prog. Rev.

Admin
Services
Portfolio /
Prog. Rev.

Portfolio/
Prog. Rev.

Quadrennial

Semesterly

Annually

Annually

Annually

Annually

March 2009

Academic Departments

Stud. Serv.
Departments

Admin. Serv.
Departments

President's
Cabinet

ATTACHMENT C

To: All Department Chairs

RE: *Best Practitioners Menu: Faculty Volunteers Who Have Expertise*

Dear Colleagues,

The **Teaching Learning Committee** would like to invite you to participate in dialogue on the following topics. These are just some of the topics in the *Best Practitioners Menu of Techniques for Improving Student Learning*.

1. Writing Simple Rubrics: Ramesh Sabetiashraf, Suzanne Freeman, Bonnie Jaros
2. Easy Collaborative Learning Techniques: Suzanne Freeman
3. CATs (Classroom Assessment Techniques): Mary Ann Anthony, Suzanne Freeman
4. Library Resources: Yolanda Garcia
5. Writing Effective SLOs: Bonnie Jaros
6. Incorporating Life Skills Into Your Course: Irene Soriano
7. Textbook Readability and Surveys: Molly Colunga
8. Reading Strategies Across the Curriculum: Molly Colunga
9. Using a Graphic Organizer for "Lectures": Bonnie Jaros
10. Using the Dialectical Journal: Irene Soriano
11. English DOES have spelling rules!
12. Basic Skills in Career Technical Education Context
13. Concept Mapping: Gina Giroux, Irene Soriano
14. What is *On Course*?: Cher Carrera
15. What is *Reading Apprenticeship*? Sandy Wood, Dalva Dwyer
16. Easy Writing Assignments Across Disciplines
17. *Blackboard* Training: Linda Dussault
18. Item Analyses in Testing: Vincent Núñez
19. Numeracy activities across the curriculum: Cher Carrera

20. Enhancing research skills: Yolanda Garcia

21. How to train students to do peer review: Todd Huck

22. How to do an effective group presentation: Stephanie Fondren

23. Using the *Individual Identity Toolbox* for "intercultural literacy" in group work

24. Social Networking for Teaching and Staff Development: Suzanne Freeman, Vincent Núñez

25. Building Community in an online class: Jacque O'Lea

26. Integrating Basic Skills throughout your PA/PR: Sandy Wood, Bonnie Jaros

How do you participate in the dialogue? Call Bonnie Jaros at x6989 or email jaros_bonita@sac.edu to make an appointment for someone to come to your department meeting to demonstrate, share and initiate discussion.

When can you participate? This is ongoing! Call or email ANY TIME! This is the exact same concept as the SLO or PA/PR dialogues that departments have been participating in with Bonnie this whole semester.

Why should you participate? It is tailored to the needs of your department. It improves student learning in the long-run. It is related to your Department Planning Portfolio. It is related to program review and direct SLO Assessment. And…department dialogue is good for you!!!

Please call me!

As always,
Bonnie

bnj/11-25-08—Original version without list of colleagues
Annotated Version: 3/17//09

ATTACHMENT D

SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Proposal for SAC Policy on Interim Administrative Positions

If it is determined that an administrative position needs to be filled on an interim basis, the following will apply to ensure interim administrative positions are open to all, and that impacted administration, faculty and staff have input to the overall selection process.

1. The position will be announced to the college community in writing, and there will be an application period.
2. A letter of interest will be filed and an interview process will be conducted. (All qualified persons may apply.) The committee will be comprised of the president and the direct supervisor of the position and xxx (Senate president? Classified staff working directly with the person?).
3. If it is an emergency situation and the hiring process cannot be followed, the president may make an appointment but must present a rationale to College Council.
4. Interim positions will be held for a maximum of one year, at which point the position will be open to the accepted hiring process for administrators. If for any reason, the position must continue beyond one year, the president must submit a rationale in writing to XXXX (College Council?) Under no circumstances may a position be held for more than two years on an interim basis.

jm & bnj/3-17-09

DRAFT

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