SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
February 10, 2010

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

<u>Santa Ana College Mission</u>: **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>Santa Ana College Vision Themes</u>: **I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community**

<u>Members Present</u>: Norm Fujimoto, Ray Hicks, Bonnie Jaros, Maria Sugrañes, Sharon Whelan, John Zarske

I.   **Approval of Minutes of December 16, 2009**—The minutes of December 16, 2009 were approved as written.

II.   **Board of Trustees *Vision and Goals Planning Retreat*—**The BOT held a planning retreat on February1, 2010, at which time they reaffirmed their Vision and established Goals 2010-2011. (Please See Appendices A & B.) The Budget Allocation Model was also approved; however, as per exigency of the model itself as well as requirement of the Commission for an October 15, 2010 Follow-Up Report, the model will be reviewed by the BAPR Workgroup.

III. **Accreditation—**In letters received from the Commission after the January 6-8, 2010 meeting, it was stated that both Santa Ana College and Santiago Canyon College have been removed from **Warning** and have had accreditation reaffirmed. However, a *Follow-Up Report* is required of each college to address **District Recommendation 1 (SAC)/District Recommendation 3 (SCC)** as follows:

> The Team recommends that the district evaluate its planning processes, including the integration of technology, staffing and facilities master plans to ensure the budget is used as a planning tool to achieve its strategic goals. As part of this integration, the Team recommends that the allocation model for resources be based on the plans, program reviews and the sustainability of the planning process and that the outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b)

This report is due October 15, 2010. In order to prepare the report and the accompanying documentation properly, the following is recommended: Bonnie and John Z will attend BAPR meetings; Bonnie will recommend to Mr. Didion and Mr. Hardash that an Oversight Committee be formed consisting of the Executive Vice Chancellor of Human Resources & Educational Services, the Vice Chancellor of Business Operations & Fiscal Services (also co-chair of BAPR), the Academic Senate President, SAC, the Academic President, SCC (also co-chair of BAPR), and Bonnie (as planning representative); Bonnie will recommend a portfolio model for BAPR. Bonnie will meet with Peter Hardash, John Didion and the senate presidents prior to the BAPR meeting to present the recommendations. (President Martinez has been informed of the recommendations and has approved them.) Norm recommended that Bonnie serve as the "alternate" at BAPR. He will recommend this to President Martinez.

IV.   **Budget Update**—Norm reported that there will be a $5-20 million shortfall for 2010-2011; SAC will bear 50%. We will maintain the summer session with a 78 (LHE (3.5-4%) cut from summer 09.

V.   **Facilities Master Plan Update**—Ray reported that the college is proceeding with the *Facilities Master Plan* as follows: 1. Departments have been asked to submit their vision and goals, facilities requests based on the DPPs, to the Facilities Committee; Norm will discuss this at the deans' meeting as well; 3. the architectural firm, HMC, will finish a document which will include infrastructure analysis, vision for growth and expansion of programs, as well as take into account the original list for Measure E projects; they will make a presentation ay the end of March; 3. Nga will send research reports, including future trends, demographic information, workforce possibilities, distance education projections, etc.; 4. SAC will continue to send projects to the state as well. All of these items will be driven by the *Strategic Plan*.

VI.   **Interim Positions**—IE&A will make a recommendation to President's Cabinet and then College Council regarding administrative and classified interim positions. First, however, it will be necessary to review the language and citation of the Ed Code and any existing district/college policies. Bonnie will request this information of John Didion.

VII.   **Other: Strategic Plan Update 2010**—Bonnie reported that the Strategic Plan Update for spring 2010 is due at the end of April. A revised document of *Vision Themes with Liaisons* is attached (Appendix C). This document is also aligned to the *BOT Goals 2010-2011*. Please convene your respective workgroups and be prepared to report at the March 3, 2010 meeting. After this meeting, in March, Bonnie will aggregate the reports and send them electronically for your review. We will complete the final revisions at the April 21, 2010 meeting.

The next meeting will be held March 3, 2010.

PLEASE NOTE: One meeting date for spring has been changed again: March 31 has been changed to March 30 due to the Cesar Chavez holiday. Spring meeting dates are as follows: 2/10, 3/3, 3/17, <u>3/30</u>, 4/21, 5/5, 5/19, 6/2 (if needed).

APPENDIX A
Board of Trustees Vision
February 1, 2010

Vision Statement
2010-2011

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity, and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student learning outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

Board of Trustees Goals
February 1, 2010

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
2010-2011 Goals

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

2. Provide 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. Update and implement facilities master plans, maximize college and community use of facilities, and incorporate "green" efforts into facilities development and other efforts when 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 public and private funding sources to increase the district's fiscal sustainability and to implement the district's vision and goals, and encourage the foundations and district to create plans for capital and program 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 and private agencies in order to enhance the district's resource development; 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 WITH LIAISONS 2009-2010
Aligned to RSCCD Board of Trustees Goals 2010-2011

I. **Student Achievement [1, 2, 4] Bonnie Jaros, Paula Garcia, Sara Lundquist, Sharon Whelan, Norm Fujimoto**
   A. Increase academic literacy and learning across disciplines (Sharon, Bonnie)
   B. Eliminate economic barriers to student achievement (Sara, Paula)
   C. Increase program completion/transfer/employment rates for all students (Norm, Bonnie)
   D. Promote excellence in teaching/learning (TLC)
   E. Increase credit/non-credit articulation (Ed, Paula)

II. **Use of Technology [4, 6, 7] Maria Sugrañes (SACTAC), John Zarske**
   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] Ray Hicks, Maria Sugrañes, Sara Lundquist, Paula Garcia**
   A. Increase development of innovative teaching techniques (John, Maria)
   B. Embed skills and attitudes across the college (John, Maria)
   C. Develop systems for increased access/outreach (Paula, Sara)

IV. **Community [1, 2, 7, 8] Norm Fujimoto, Paula Garcia, Sara Lundquist**
   A. Attain a higher "achievement attitude" among our prospective student population and supporting networks (Paula, Sara)
   B. Foster an awareness of the college as part of the community (Sara)
   C. Increase interest in lifelong learning/healthful living across the college (Norm)

V. **Workforce Development [5, 7, 8] Norm Fujimoto, Ed Ripley (Bart Hoffman)**
   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, 8] Sara Lundquist, Bonnie Jaros

A. Increase awareness and foster proactive civic responsibility (Sara)
B. Increase Green Efforts—Bonnie/Environmental Workgroup
C. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution. ((Bonnie with Sandra Wood, TLC)
D. Create an environment among faculty, students and staff that encourages cross-disciplinary dialogues and discussions, collaboration and activities. (TLC)

Please see Santa Ana College *Strategic Plan Update Spring 2009* for specifics. This may be accessed on InsideSAC.net under IE&A Committee. Also, please invite appropriate colleagues to join your workgroup.

bnj /2-11-10 (revised)

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

bnj/2-11-10