



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**March 30, 2011**

**To:** Distribution

**From:** Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

**Santa Ana College Mission:** 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.

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

**Members Present:** Paul Foster, Norm Fujimoto, Sue Garnett (for Ed Ripley), Ray Hicks, Bonnie Jaros, Nga Pham, John Zarske

- I. Approval of Minutes of March 2, 2011**—The minutes of March 2, 2011 were approved as written.
- II. Accreditation–Midterm Report: Update of Workgroups**
  - A. District Recommendation 1: Planning and Budget Integration**—Paul will work on this after the District meeting of April 8, 2011. Thirty persons have been invited to a district-wide Strategic planning meeting; several of these individuals were interviewed by consultants hired by the district to develop a district Strategic Plan. Paul will send the draft to Bonnie and Nga for review; after this point, Bonnie will request another meeting with John Didion and Peter Hardash with the entire workgroup.
  - B. District Recommendation 2: Computer-based Student Attendance Recording System**—No Report
  - C. District Recommendation 3: Communication Process between Trustees and District Employees**—Nga and Bonnie have met and have almost completed the draft of this section.
  - D. District Recommendation 4: Board Self-Evaluation Policy**—Nga and Bonnie are working on a draft of this section.
  - E. College Recommendation 1: Planning and Budget Integration**—The workgroup has been meeting and has almost completed the draft

of this section. Paul will work on the last section and refer it back to the workgroup.

**F. College Recommendation 2: Diversity Plan**—Bonnie gave the response to John Didion to read; he believes it is adequate.

**G. College Recommendation 3: Communication with Classified Employees**—Sara and her workgroup continue to work on this section.

**H. Response to Self-Identified Issues in the Planning Agenda of the Institutional Self Study 2008**—Please review this section! It will be sent via email.

**I. Other**—1. The chancellor has requested that a workgroup develop a protocol for analyzing BOT progress on goals. Nga, the Dean of IE&A at SCC and the IE&A Coordinator at SAC will meet Thursday, April 7<sup>th</sup> to commence this work. 2. Bonnie will need assistance gathering and numbering documents.

**III. Strategic Plan Update S11**—This will be sent via email. Please review your respective sections and send to Bonnie by the next meeting. (See Appendix A)

**IV. BSI Update**—Strand A has met to discuss budget and professional development schedule. Pending opportunities are: *Data Coaching* 4/8 and 4/29; *CUE Syllabus Design* 4/18. Proposals from the other strands for the next academic year will be reviewed at the May 2, 2011 meeting.

**V. Facilities Committee Report**—Westberg and White, Architects presented Phase one of the SAC Master plan at the last Facilities Meeting. The last phase of *Measure E* will commence this summer.

**VI. Planning and Budget Committee Report**—The BAPR WG has been working on the SB361 model of the BAM. Issues will be addressed and strategies will be developed to present to the chancellor. **The chancellor will hold a budget forum at SAC on April 5, 2011 from 2:00-3:30 pm in D-101.**

**VII. SACTAC Report**—The two-college workgroup met to discuss the Computer Skills and Applications Requirement for the AA/AS degree option. It was discovered that 40-50% of students receive AA degrees through Plan A. (Last year it was 58% at SAC.) This work must be completed by the end of the semester so the C&I Council may vote on it early in the fall and submit a response for the SCC C&I Council to also consider. It is important to develop criteria so there isn't a confusing list of programs that are exempt. In addition, a test (must be validated), should also be developed so students may test out.

**VIII. Other**

**A. New Schedule for IE&A**—Please cancel the meetings of 4/6, 4/20 and 5/4. Please add 4/13 (in S-210), 4/27, 5/11 (in A-105). Please maintain 5/18 (in A-105). These changes were to accommodate the changes in the BAPR and BAPR-WG schedules.

**B. IE&A** is still in need of a classified representative to replace Paula Garcia. For fall, two representatives have been requested.

### **III. Future Agenda**

- A. Program Review—Academic PA/PR Reports: End-of-Year Report TLC; Student Services Portfolio; Administrative Services Portfolio; President’s Cabinet Portfolio
- B. College-Wide Strategic Planning Review Event Planning
- C. End of Year Reports other Governance Committees

## **APPENDIX A**



## **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] John Zarske with SACTAC Representative**
  - 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, 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, 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 with 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, Paul Foster**

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