



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
August 24, 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: Cecilia Arriaza, Carol Comeau, Paul Foster, Bonnie Jaros, Jim Kennedy, Sara Lundquist, Denise Phillips, Linda Rose, John Zarske

- I. Welcome!** Bonnie welcomed new members and discussed the role of IE&A.
- II. Approval of Minutes of July 19, 2011**—The minutes of July 19, 2011 were approved as written.
- III. Accreditation—Approval *Midterm Report* October 15, 2011**
 - A.**
 - 1.** The *Midterm Report* was placed on InsideSAC.net at http://www.insidesac.net/academic/vice_president/accreditation/default.asp for college-community review. No responses have been received thus far.
 - 2.** Bonnie reported to College Council this morning, August 24th, as the *Midterm Report* was included on the agenda for a first reading. Bonnie will attend College Council again on August 31st, when the *Midterm Report* will be on the agenda for approval.
 - 3.** Forums will be held at SAC on August 29th from 9:00-10:30 am in S-215 and again from 3:30-500 pm in W-101, and on August 30th at CEC from 2:00-4:30 pm. President Martinez will ask the college community to send questions to Bonnie prior to the meeting. Questions and concerns received will be answered at the beginning of the meeting, and then the floor will be open to remaining concerns or questions.
 - B.** Input from IE&A Members: Moved by John Zarske and seconded by Linda Rose, it was unanimously approved by the IE&A Committee to recommend to

College Council approval of the Santa Ana College *Midterm Report, October 15, 2011*.

- IV. **Strategic Plan Update with Budget and Facilities Analysis S11**—Paul and Bonnie have worked on this document. Geni Lusk is in the process of formatting it so it may be used as an accreditation document. In addition, *The Educational Master Plan Update 2011* will include this document.
- V. **Input RSCCD Strategic Plan**—The district has requested that the colleges discuss the *RSCCD Strategic Plan* through their respective participatory governance structures. It will then be discussed at BAPR with a recommendation to the chancellor for approval. The Board of Trustees will then review it and place it on the agenda for approval. Sara reported that President’s Cabinet will conduct a micro-review of the plan and then bring it to Joint Cabinet for discussion prior to submission to Nga Pham.
- VI. **Preliminary Discussion: College-Wide Strategic Plan 2007-2015 Mid-Plan Review Event F11**—Sara and Bonnie gathered information from the Strategic Plan retreat of April 13, 2007 and discussed a protocol for our *Mid-Plan Planning Retreat*. It was recommended that the retreat be held on March 2, 2012 so that all the details may be solidified carefully. (See Appendix A.)
- VII. **Planning and Budget /BAPR**—
 - A. The SAC Planning and Budget Committee will meet September 6, 2011. Paul will present a recommendation which will make budget-planning alignment more co-extensive and transparent as follows:
 - 1. *SAC Planning & Budget Calendar 2012-2013* with some changes in the budget cycle (e.g., budget requests received by the end of the fall semester; after the district prepares the Tentative Budget, it would go back to the college Planning and Budget Committee for review). (See Appendix B.)
 - 2. A proposal for Budget Request Applications within the annual DPP.
 - 3. A detailed list of line-item requests (Administrative Services was shown as example).
 - Paul received support from the IE&A Committee and some suggestions. Sara and Jim will work with Paul on the list of the non-apportionment category on the DPP Budget Request Form. The list will not migrate into the detailed list of budget requests but will be visible on the more general DPP budget request form. Paul will also work on modifying the request to IT to actualize this.
 - B.1.** It was reported at College Council that we are anticipating a \$1.8 million cut for the district; however, Vice Chancellor Hardash has iterated that this will be subtracted from the ending fund balance rather than doing mid-year cuts and further decreasing the spring schedule of classes for the colleges. There is also another hiring freeze; however, necessary positions will be reviewed on a case-by-case basis.
 - B.2.** There will be a joint District Facility Planning Committee and BAPR meeting September 7, 2011.
- VIII. **Facilities Committee Report**—The SAC *Facilities Master Plan* was approved by College Council this morning, August 24, 2011. It will be brought to the District Facility Planning Committee for approval at the September 7, 2011 meeting, and then to the Board of Trustees.

IX. Future Agenda

- A. College-Wide Strategic Plan 2007-2015 *Mid-Plan Review Event F11***
- B. *Midterm Report***
- C. Preparation for Self Study October 2014**
- D. Planning and Budget: BAM Update; Planning Model and Related Documents (SAC)**
- E. Report from SACTAC**
- F. Facilities Committee**

Appendix A

Mid-Plan Planning Retreat: March 2, 2012

- I.** A small workgroup (Sara, Linda and Bonnie) will work out details and report to IE&A. President Martinez will be invited to IE&A when a firm proposal is created.
- II.** Branding and framing of the event for all participants
- III.** Create and Agenda and Annotated Agenda
- IV.** Gather documents and resources, e.g., *RSCCD Strategic Plan* Draft, *SAC Strategic Plan* by section, Mission Statement and Vision Themes, Core Competencies, Community and college demographics, Convocation 1/11 documents, *12 Measures of Success*, *ARCC* data, Facilities Master Plan, Board Vision and District Goals 2010-2012, Program Review documents, new budget request forms
- V.** Create Table groupings and designate facilitators
- VI.** Determine what materials we will need, technology, etc. Select location.

Appendix B

SAC Planning and Budget Calendar Proposal 2012-2013

