



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**September 21, 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, Denise Phillips, Linda Rose, John Zarske

- I. **Approval of Minutes of August 24, 2011**—The minutes of August 24, 2011 were approved as written. Please Note: the meeting of September 14<sup>th</sup> was cancelled.
- II. **College-Wide Strategic Plan 2007-2015 *Mid-Plan Planning Retreat F11***—Sara, Linda and Bonnie met on September 6<sup>th</sup> to discuss the Mid-Plan Planning Retreat. Items of discussion included:
  1. Participants will include all constituency groups, including students; the number of participants will be approximately 50-60; participants will include newer and veteran members of the SAC family.
  2. Branding and framing of the event should come out of outcomes; outcomes include refamiliarizing those who attended the 2007 Strategic Plan Retreat and familiarizing new folks with the process of accreditation self study, how planning is directly linked to budget allocation.
  3. The Strategic Plan will maintain the vision Themes; however, the level of detail in the strategies included might be streamlined.
  4. Documents included in the event should be sent prior to the event (e.g., SAC Vision Themes aligned to RSCCD Strategic Plan—this is pending; current Vision Themes; Core Competencies; some history, BOT Vision Themes and District Goals; alignment of Vision Themes to BOT Vision Themes and District Goals—this document exists already; Accreditation documents, program review documents); documents will be placed around the room.

5. There should also be pre-meeting “seed conversations,” including discussions about the upcoming Institutional Self Study.
  6. Table teams will work with one Vision Theme (members of IE&A will serve as Facilitators).
  7. A possible agenda was discussed (Please see Appendix A).
- III. RSCCD Strategic Plan**—President’s Cabinet has reviewed the RSCCD Strategic Plan and submitted recommendations to Nga Pham.
- IV. Midterm Report Update**—
- A. Forums were held at SAC on August 29<sup>th</sup> and at CEC on August 30<sup>th</sup>. The Midterm Report will be reviewed by the Board of Trustees for a first reading on September 26, 2011 and will be approved at the October 10, 2011 meeting.
  - B. Linda has begun to annotate the *Midterm Report* in preparation for the 2014 *Institutional Self Evaluation* (formerly *Self Study*). This will be an agenda item on October 12<sup>th</sup>.
- V. Reports:**
- A. **Planning and Budget: SAC, BAPR, BAPR WG**—**1.** The *RSCCD Adopted Budget 2011-2012* was approved by the Board of Trustees on September 12, 2011. **2.** BAPR is considering the expansion of BAPR WG to include a planning wing.
  - B. **Facilities Committee**—**1.** BAPR approved the Facilities Master Plans of Santa Ana College and Santiago Canyon College on September 7, 2011. HMC will make a presentation to the Board of Trustees in October so that the Board may approve these documents. **2.** The Facilities Committee met on September 20<sup>th</sup>. It was approved that the Emergency Preparedness Taskforce and the Safety and Security Taskforce be combined; Health was added. The new Taskforce is the Health, Emergency Preparedness, Safety and Security Taskforce. The Facilities Committee is also reviewing goals for 2011-2012.
  - C. **SACTAC**—*Sharepoint* software will now be utilized for web pages at SAC. Cherylee Kushida is working to have contact persons from each division.
- VI. Other**—
- A. Bonnie reported that there will be a *PA/PR Clinic* as part of the C&I meeting September 26, 2011 from 3:30-4:30 in S-215. All are invited, but those on the capstone PA/PR list for this academic year are particularly encouraged to attend. In addition, the TLC division representatives will now serve as PA/PR point persons to handle questions from the chairs in their respective divisions. If these representatives need assistance, they will inform Bonnie, who will make arrangements to attend the department meetings. (Please see Appendix B)
  - B. Linda and Sara will organize a workgroup to review administrative regulations that might be outdated so that recommendations may be made to president Martinez to bring these forward to the district level.
  - C. Paul and Linda will create a flowchart of the relationships among district and college planning documents. (See Appendix C)

**APPENDIX A**  
**Draft Agenda for Mid-Plan Planning Retreat, March 2, 2012**

- I. Welcome and Remarks by President Martinez**
- II. Orientation to Parameters**
- III. What are the major elements of accreditation? What are the linkages between planning and budget? What should be contained in a Strategic Plan?**
  - A. What do we expect you to do?**
  - B. The task**
- IV. Teams work by Vision Theme and then report back briefly**
- V. Wrap-Up**

**Post Meeting Work: IE&A Committee reviews the collated work of the “table teams” and revises the Strategic Plan as needed.**

**APPENDIX B**  
**Departments Conducting PA/PR Capstone Review 2011-2012**  
**With Chairs and TLC Representatives**

**Business Division: Management/Marketing**—Chair, Madeline Grant; **Paralegal**—Chair, Rick Manzano; TLC Representative, Jinhee Trone

**School of Continuing Education: ESL**—Chair, Karen Dennis; TLC representative, Julia Vercelli

**Counseling Division: Counseling**—Co-chairs—Dennis Gilmour, Martha Vargas, Rochelle Zook; TLC Representative, Dennis Gilmour

**Exercise Science (Kinesiology): Intercollegiate Sports**—Chair, Myrond Brown; TLC Representative, Myrond Brown/ Jodi Coffman

**Fine and Performing arts Division: Communication Studies (Speech)**—Chair, Lance Lockwood; TLC Representative, Irene Soriano

**Human Services and Technology: Automotive/Diesel/Welding**—Co-chairs, Glen Hammonds & Doug Wilkes; **Fire Technology**—**Co-chairs**—Ken Soltis & Don Mahany; **Human Development**—Chair, Gwen Morgan-Bezell; **TLC Representative**, Suzanne Freeman

**Humanities & Social Sciences Division: English/EMLS/ESL**—Co-chairs, Shelly Jaffray & Elissa Hassel; **Philosophy**—Chair, Zachary Fish; TLC Representative, Melanie Mowrer

**Science, Mathematics and Health Sciences Division: Chemistry**—Chair, Crystal Jenkins; **Nursing**—Chair, Mary Steckler; **Mathematics**—Chair, Mike Everett; TLC Representative, Gina Giroux, Mike Kelcher

**Student Services: SLPA**—Chair, Monica Porter; TLC Representative, Monica Porter

**Other TLC Representative who can assist:** Mary Huebsch, BSI Coordinator; Rick Castillo, BSI, FIG Statistician; Cherylee Kushida, Distance Education Coordinator; Bonnie Jaros, Chair, TLC. **And of course...Nga Pham, Director of Research, RSCCD.**

# APPENDIX C

## Santa Ana College Planning & Budget Processes

