



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
April 11, 2012

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, Ray Hicks, Bonnie Jaros, Sara Lundquist, Linda Rose, John Zarske

Guests: Micki Bryant, Monica Collins, Sue Garnett, Julia Vercelli

I. Approval of Minutes of March 14, 2012— The minutes of March 14, 2012 were approved with one correction: **Item IIID—** “There will be an all-day SCE Planning Retreat on March 15, 2012 to develop a School of Continuing Education Mission Statement, **based on the existing philosophy statement, and to discuss...**”

II. Follow-Up from Mid-Cycle Planning Retreat: Meeting with Table Team I Representatives 2:05-2:45

A. District Vision & SAC Mission Statement Alignment

B. Vision Theme I: Student Achievement

Julia Vercelli and Micki Bryant joined the IE&A Committee to lead discussion related to Task I and Task II conducted by Table Team I. (Please see **Appendix A** and **Appendix B.**)

III. Follow-Up from Mid-Cycle Planning Retreat: Meeting with Table Team II 3:00-3:40

A. District Goals & SAC Vision Themes Alignment

B. Vision Theme II: Use of Technology

Monica Collins joined the IE&A Committee to lead discussion with John Zarske related to Task I and Task II of Table Team II. (Please see **Appendix B.**)

- IV. Institutional Effectiveness & Program Review Update—** **A.** The Teaching Learning Committee is in the process of reviewing PA/PR reports. The minutes will be sent to IE&A members as a separate attachment. One general recommendation of the TLC is that *student achievement data* will require more profound analysis so goals may be established for continuous improvement. This should be reflected in the next Department Planning Portfolio (DPP). (Please see **Appendix C** for a list of departments under review for S12. To review reports, go to [InsideSAC.net to Department Index to the department to Program Review.](#)) **B.** The IE&A Committee approved documents demonstrating planning alignment from the department to the institutional levels for Academic Affairs, Student Services, Administrative Services and President’s Cabinet. These will be added to program review documents in a master document now under preparation. (Please see **Appendix D.**)

V. Other

- A. Program Review Reports—**The Student Services Program Review Report will be sent at the end of next week; the Administrative Services Unit Goals Report will be due in June. The *IE&A End-of-Year Report* will contain summary results from these reports in addition to PA/PR report summaries; the End-of-Year reports from the participatory governance committees will be included in full. The complete *IE&A End-of-Year Report* will be sent to the college President, the Chancellor, the Executive Vice Chancellor, all IE&A members, all participatory governance chairs, College Council, the Academic Senate, and the FARSCCD and CSEA presidents, as is customary practice.
- B. Participatory Governance End-of Year Reports—**End-of Year Reports for the Budget and Planning Committee, Facilities Committee, SACTAC and Student Success Committee are due by June 1, 2012. Bonnie will send reminders to the chairs.

C. Future Meeting

A. Accreditation Update: SLO Report (due October 15, 2012); Preparation for Institutional Self Evaluation 2014 (Please bring Annotated Standards, ACCJC Rubrics and SAC Midterm Report 2011)

B. Enrollment Management

C. Reports:

- 1. Planning and Budget: SAC, BAPR, BAPR WG**
- 2. Facilities Committee**
- 3. SACTAC**
- 4. Student Success/BSI**

APPENDIX A
Proposed Revised Mission Statement

Current Mission Statement:

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.

Proposed Revised Mission Statement:

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and economic development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.



APPENDIX B
DRAFT Strategic Plan 2012-2015
Theme I and Theme II

Theme I: Student Achievement

- A. Transfer/Program Completion B. Excellence in Teaching/Learning C. Literacy across Disciplines
 D. Credit/Non-Credit Articulation E. Eliminate Economic Barriers for Students**

GOALS	STRATEGIES/ACTIONS	PROGRESS ON GOALS (include measures—direct and indirect/qualitative & quantitative as appropriate; persons/groups responsible)
<p>A. Transfer/Program Completion: Increase transfer, progress/course completion, and attainment of certificates.</p>	<p>A.1 Increase completion of certificates, degrees and transfer. A.2 Design the most efficient pathways to completion that are possible for students (engaging the elements of course design, assessment, condensed classes, educational planning, scheduling, and support services necessary for success). A.3 Provide opportunities for student engagement and leadership that enhance their personal and professional development, sense of belonging to SAC, and persistence.</p>	<p>Possible measures for S13 update: student achievement data from non-credit to credit; from credit to four-year institutions</p>
<p>B. Excellence in Teaching/Learning: Promote and sustain excellence in teaching and learning.</p>	<p>B.1 Identify innovators and expert practitioners in teaching and learning across disciplines and develop a set of initiatives to adopt promising practices college-wide.</p>	<p>Possible measures for S13 update: faculty development; student achievement data</p>

<p>C. Literacy across Disciplines: Increase student academic literacy and learning across disciplines.</p>	<p>C.1 Coordinate efforts between instruction and student services to maximize literacy across disciplines. C.2 Provide a comprehensive learning assistance center to support discipline literacy across the curriculum for all students. C.3 Strengthen partnerships with K-12 to offer literacy-enhancement programs.</p>	
<p>D. Credit/Non-Credit Articulation: Enhance cooperative efforts between credit and non-credit to encourage success in workforce preparation, transfer and basic skills.</p>	<p>D.1 Redesign pathways for students in non-credit programs.</p>	<p>Possible measures for S13 update: analyze the academic assessment process for accuracy of placement; check alignment of support services across the credit-non-credit bridge; add GE SLOs to non-credit courses; provide students in the SCE with the same level of facilities as the credit program.</p>
<p>E. Eliminate Economic Barriers for Students: Eliminate barriers to enhance access and achievement of all learning goals for students.</p>	<p>E.1 Expand economic supports that help students to enroll and progress to completion. E.2 Review and improve academic and support services to maximize student access and success. E.3 Expand low-cost textbook options for students.</p>	

Link to college-wide participatory governance and other groups: Student Success Committee; Basic Skills Taskforce; Curriculum and Instruction Council; Teaching Learning Committee; Academic Senate; all academic departments; ASG



Theme II: Use of Technology
A. Students B. College Environment C. Classrooms

GOALS	STRATEGIES/ACTIONS	PROGRESS ON GOALS (include measures—direct and indirect/qualitative & quantitative as appropriate; persons/groups responsible)
<p>A. Students: SAC students will graduate with skills necessary to access technology in their education and professional lives.</p>	<p>A.1 Determine skill sets required by discipline; revise to reflect current trends and needs. A.2 Determine skills necessary to access technology by department/discipline. A.3 Maintain currency in hardware and software within the curriculum to reflect the workplace.</p>	<p>Possible measures for S13 update: Core Competency 3: Information Management review by department; curriculum revision and development</p>
<p>B. College Environment: SAC will provide a technology-rich environment for faculty, staff and students.</p>	<p>B.1 Determine campus locations where students can access technology to improve their skills sets. B.2 Enhance existing facilities to promote technology proficiency. B.3 Maintain currency in hardware and software. B.4 Provide equal access to current hardware, software and databases to offices, student labs, the library and all classrooms. B.5 Formalize the technology staff development program. B.6 Enhance and ensure timely, efficient and complete technology support in all offices.</p>	<p>Possible measures for S13 update: analyze: registration; wireless access on campuses; portal status; check web pages; staff development program; check software; updates of Datatel/Colleague; status of state-of-the-art specialty technology for students with disabilities; technology in the Nealley Library and at SCE; student printing solution</p>

	<p>B.7 Provide communication software that allows for collaboration such as blogs and wikis.</p> <p>B.8 Include technology in facilities planning by coordinating college and district efforts.</p> <p>B.9 Provide access to information to students, staff and faculty with disabilities</p> <p>B.10 Develop alternative strategies for funding technology including endowments.</p> <p>B.11 Maintain Technology Plan to be in concert with District Technology Plan</p>	
<p>C. Classrooms: SAC will provide innovative instructional technologies that will enable faculty to enhance and facilitate student learning.</p>	<p>C.1 Mediate remaining classrooms</p> <p>C.2 Update, replace and standardize technology in existing classrooms and offices every four years.</p> <p>C.3 Enhance and ensure timely, efficient and complete support in all classrooms and offices.</p> <p>C.4 Fully develop an instruction design team and training program to support faculty which includes facilities, personnel and a responsive organization.</p> <p>C.5 Continue to maintain and increase quality of distance education (defined by a set of rubrics and included in program review) and the quantity of hybrid and online courses.</p>	

Link to college-wide participatory governance and other groups: Planning and Budget Committee; Facilities Committee; SACTAC; TAG; Academic Senate

APPENDIX C
PA/PR Timelines

Department	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
Business Division												
Business Administration				x				x				x
Business Applications				x				x				x
Computer Science		x				x				x		
Engineering			x				x				x	
Global Business/Entrepreneurship	x				x				x			
Paralegal	x				x				x			
Counseling Division												
Counseling		x				x				x		
Center for Teacher Education			x				x				x	
Continuing Education												
Adult Basic Education			x				x				x	
Citizenship		x				x				x		
Disabled Student Programs & Services			x				x				x	
English as a Second Language	x				x				x			
Health & Safety				x				x				x
High School Subjects		x				x				x		
Inmate Education				x				x				x
Older Adults			x				x				x	
Parent Education			x				x				x	
Vocational Training				x				x				x
Kinesiology (Formerly Exercise Science)												
Activity and Aerobic Fitness		x				x				x		
Adapted Education			x				x				x	
Analysis, Circuit, and Strength Center Lab				x				x				x
Sports Medicine		x				x				x		
Theory/Lecture			x				x				x	
Health Education				x				x				x
Intercollegiate Sports	x				x				x			

Fine & Performing Arts												
Art		x				x				x		
Dance			x				x				x	
Communications & Media Studies (Journalism)				x				x			x	
Music		x				x				x		
Communication Studies (formerly Speech)	x				x				x			
	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
TV/Video			x				x				x	
Theatre				x				x				x
Humanities/Social Sciences												
Anthropology/Sociology/Women's Studies		x				x				x		
Economics/Geography				x				x				x
English/ESL	x				x				x			
Ethnic Studies			x				x				x	
History			x				x				x	
Modern Languages				x				x				x
Philosophy	x				x				x			
Political Science		x				x				x		
Psychology			x				x				x	
Reading				x				x				x
Human Services/Technology												
Auto/Diesel/Welding	x				x					x		
Criminal Justice/Academies				x				x				x
Distance Education			x				x				x	
Family & Consumer Studies				x				x				x
Fire Technology	x				x				x			
Human Development	x				x				x			
Manufacturing Technology		x				x				x		
Nutrition				x				x				x
Occupational Therapy Assistant		x				x				x		
Pharmacy Technology			x				x				x	
Library												
Library and Information Studies			x				x				x	

Library Technology			x				x				x	
Science, Math, & Health Sciences												
Astronomy			x				x				x	
Biology				x				x				x
Chemistry	x					x				x		
EMT			x				x				x	
Geology/Earth Science		x				x				x		
Mathematics	x				x				x			
Medical Assisting				x				x				x
Nursing	x				x				x			
	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
Physics			x				x				x	
Student Services												
Special Services				x				x				x
Study Skills			x				x				x	
SLPA	x				x				x			
Sign Language		x			x				x			

APPENDIX D
Planning Alignment Form based on Program Review



INSTITUTIONAL EFFECTIVENESS and ASSESSMENT COMMITTEE
Institutional Planning Alignment Form Based on Program Review Reports

INSTITUTIONAL PLANNING ALIGNMENT FORM : Department Level

<i>DATE: REPORT:</i>	<i>DISTRICT STRATEGIC PLAN</i>	<i>VISION THEMES of SAC STRATEGIC PLAN</i>	<i>CORE COMPETENCIES</i>	<i>OTHER PLANNING DOCUMENTS (PLEASE LIST)</i>
<i>Goal 1</i>				
<i>Goal 2</i>				
<i>Goal 3</i>				
<i>Goal 4</i>				
<i>Goal 5</i>				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Division Level

<i>DATE: REPORT:</i>	<i>DISTRICT STRATEGIC PLAN</i>	<i>VISION THEMES of SAC STRATEGIC PLAN</i>	<i>CORE COMPETENCIES</i>	<i>OTHER PLANNING DOCUMENTS (PLEASE LIST)</i>
<i>Goal 1</i>				
<i>Goal 2</i>				
<i>Goal 3</i>				
<i>Goal 4</i>				
<i>Goal 5</i>				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Academic Affairs Level

DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Student Services Level

DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Administrative Services

Level				
DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

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INSTITUTIONAL PLANNING ALIGNMENT FORM : President's Cabinet

Portfolio Level

DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

NOTE: Please indicate the date and report type, e.g., Annual Department Planning Portfolio; quadrennial capstone PA/PR Report; annual Administrative Unit Outcomes Report; etc. Summarize the goals in a few words for identification purposes. These will be obtained from the annual DPP or the capstone PA/PR reports as well as the annual Student Services Planning Portfolio and Triennial Program Review; and annual Administrative Services (AUOs) Unit Outcomes. Then please utilize the numbers from the respective documents indicated above, e.g., District Strategic Plan Goal 1: Learning Community Environment; Vision Theme IA: Student Achievement—Academic Literacy; Core Competency IA: Communication Skills—Listening and Speaking. Please add cells if there are more goals.

Approved for incorporation into program review documents by IE&A 04-11-12