

**Santa Ana College**  
**Institutional Effectiveness & Assessment Committee**

**Meeting Agenda**  
**December 11, 2019**

2:00 – 3:00pm

S-215

**RSCCD Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

**Santa Ana College Mission:** Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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

- I. Introductions & Membership Meeting called to order and Introductions began 2:05 PM
  - i. Institutional Effectiveness and Assessment is not yet credentialed meeting. working on structure for this committee to be reinstated to formal participatory government.
  
- II. Approval of Minutes – November 6, 2019
  - i. Motion to approve: All in favor: Minutes approved Dec 11, 2019
  - ii. No opposition
  
- III. Review of Accreditation Faculty Coordinator Job Description
  - i. Job description sent out to team: Suggestion- a lot of tasks look like ALO Accreditation Liaison Officer. This will be a more of a local role.
  - ii. M. Huebsch Question: Will this individual be involved with professional development? Need guidance.
  - iii. Dr. Ortiz: meeting with Dr. Lamb bringing up Professional Development roles
  - iv. M. Bustamante Question: Classified perspective- who will helping the coordinator in clerical duties-Academic affairs or Dean of Academic Affairs Office-who will logistically arrange? TBD
  - v. Question: Does this individual need to be part of the college, can it be external candidate--Has to be faculty with release time.
  - vi. Working on re drafting the position with Dr. Lamb
  
- IV. Taskforces Needed:
  - A. Updating of SAC's Participatory Governance Structure document
    - i. Working along with J. Tolentino to update the existing document. Current structure dated 2015. Document will be re organized and bringing together the committees to the table and organize to ensure meetings, dates and times
    - ii. Asking for participation to lead this effort to organize and report and revising this document. Set up guidelines to revise.
    - iii. Example: student success and equity has revised structure to have consistency

- iv. M. Huebsch can help-Professional Development Advisory committee is in conversation about a new shared governance committee along with Madeline Grant.
- v. Task force will be comprised of IE&A and others creation-reach out to Mary to organize
- vi. Participatory governance Web Pages: IE&A and Student equity being cleaned up and archiving documents for easier accessibility. Archiving old minutes agendas and handouts in the Dean of Academic Affairs' H Drive. Defined membership additions. Meeting with Dean Hopkins next week in regards to website structure.
- vii. What is difference between College council-last group of approval. Classified and faculty representation-Academic Senate-just faculty
- viii. Where does IE&A fall under College Council or Academic Senate? **Follow up Needed**

#### B. Defining College Funding Allocation Alignment Processes

- i. Documentation to be easily accessible-timeline to follow-looking for people to help from program review and outcomes assessment for request and awards be aligned with funding. Possibly recruit more faculty for full understanding of funds
- ii. Will there be anyone from budget or finance to help? Yes, Mark Reynoso
- iii. Recommendations- Division and Academic Deans to part of process for transparency.
- iv. Task force to work with Funding process as soon as possible

### V. Subcommittee Reports

#### A. Outcomes Assessment – Dr. Jarek Janio

- i. Meeting with Mark Reynoso Budget and Stuart Davis IT for transparency and full understanding of allocation process. Understanding the Equity request because there is a true need for it along with correct documentation and explanation.
- ii. Outcomes Assessment Committee met 3 times this Fall 2019. First week of Feb 2020 membership to be approved by Academic Senate and reconvene as formal committee and meet with a better structure.
- iii. Confirm Monica Bustamante and Alejandra Colon are formally assigned to support. Meeting with individual departments on what to expect in regards to student learning and Outcomes Assessment.
- iv. Question: Is Dr. Sos in charge of deadlines for faculty and Student Learning Outcomes? Dr. Sos under the impression that those under curriculum committees will take information to divisions.
- v. Question: will there be polls or voting in regards to the how the final process will be done? Dr. Janio: We want to have an understanding of the full process before having more conversation with faculty. We want to have a set and well working process to use now and in the future.

#### B. Accreditation – Dr. Jeff Lamb

- i. Accreditation presented by Dr. Ortiz on behalf of Dr. Lamb: This will be a topic for the next few years- Dr. Lamb formed steering committee. Talking about plans and standards. Creating a list of individuals that would be

beneficial to have in course categories. Will reach out to provide standards information and team creations. Similar to Guided pathways where there is a steering committee and implementation teams.

- ii. Encourage all to visit accjc.org-has great resources for accreditation. Takes you through a mini series to learn the basics. Printable certificate at end of course.
- iii. Feb 5 Accreditation on Professional Development week calendar- different groups for different standards. Should IE&A meeting be held at a later date? clarification on meeting date follow up

C. Program Review – Jaki King

- i. Meeting last Monday Dec 9<sup>th</sup> wrap up. Plans on intersession and spring. Feb 6<sup>th</sup> at 1:30 meeting/training for program review/quadrennials. Working with different areas for best practices template, instructional services, student services and academic support services with examples.

VI. Upcoming 2019-2020 Meetings – All meetings are from 2:00-3:00pm in S-215

No January Meeting

April 1, 2020

February 5, 2020 (Pending follow up)

May 6, 2020 (last meeting of 2019-2020)

March 4, 2020

Other: M. Heubsh Continuing ed providing support with English and math. Distribute flyer for students to pass their classes this semester.

**Plan a new date for February 5<sup>th</sup> meeting.** That will be a Professional Development Accreditation training. Possibly later in the month

VII.

Adjournment  
2:55 p.m



**SANTA ANA COLLEGE**

Academic Affairs