



SANTA ANA COLLEGE
**INSTITUTIONAL EFFECTIVENESS
AND ASSESSMENT**

Minutes

February 12, 2020

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 began 2:02
- II. Minutes from December 11, 2019 meeting –Minutes are just informational for the moment. No questions on minutes
- III. Accreditation Faculty Coordinator-Monica Zarske has accepted the role as Coordinator. Leader on campus with a great rapport and great point person to have as a lead.
- IV. Taskforce Updates:
 - A. Updating of SAC’s Participatory Governance Structure document – Fernando Ortiz
 - i. Two workgroups created in the fall. Updating Handbook from 2015. Each committee has to articulate membership and meeting frequency. Taken the lead to task committee leads to identify a workgroup to gather their portion of handbook.
 - ii. Goals: 1. Bringing in pieces of handbook 2. Writing up our part of the document of IEA. Workgroups can start via email then possibly get together to finalize document.
 - iii. IEA meeting in March to have a draft of our PG operations. If you previously signed up to join, will be reaching out for help.
 - iv. Kim Smith Question: Program committee moved under IEA/shared gov/administration –what will be reflected? Is there a distinction under Academic or Participatory Gov.-Abide by voting structure and operational.
 - v. Zarske-asked to reconfigure to be more prominent and have a purpose with linkage. Pulling programs apart to and have a clear idea of the process as a whole. Thought out process that will represent our divisions and support what the faculty was doing. Faculty is needed to participate and own the membership. Body and oversight to work in a cohesive way.
 - B. Defining College Funding Allocation Alignment Processes – Justin Tolentino

- i. Everything is coming in through Nuventive., Maintaining contact with Mark Reynoso (Budget Manager), aware of our deadlines, a lot of us are newer, need help understanding budget process. Nuventive will streamline but need a documented process to be clear to everyone. Possibly having a co-chair for program review and cross-functional place to work together more efficiently. Process will continue moving forward to create a clear process.

V. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio

- i. Symposium 7th annual-Sonia Christian, very complementary of our work at SAC, lessons on how to spread the word: SLO course in canvas. *Degrees that matter* book-best publication out. Mary suggested a focus group on some of the topics of the book. Effort is to make this meaningful to faculty. Language edits, competency based education as a co phrase for what we are trying to accomplish and assess.
- ii. “Outcome”— over word used
- iii. Nuventive- the preliminary form can be stored electronically for fiscal needs. Link form to learning outcomes assessment, data analyses and results. Goal is to have this done by end of the semester.
- iv. T3 Against Common Sense-tracking and learning social justice, welcoming syllabus, how do you grade, dynamics on SLO and grading. Another focus group idea.

B. Accreditation – Dr. Jeff Lamb

- i. Steering committee meeting since the fall-4vps, district, deans, research and administrators. Forming standard teams. 4 standards that we will assign teams to. Dr. Ortiz is lead to standard I along with Janice Love. Process, board approval, college council. Year and half work to complete the drafting, evidence, finalizing.
- ii. Accreditation session during PD, overview of process, accreditation 101 why and how, and how we are preparing.
- iii. Monica Zarske new faculty coordinator. Accreditation institute,
- iv. Comment: We have 3 sub committees- Accreditation is very important as we move forward, goal is that we have a standing accreditation subcommittee to make sure everything is in place for next visit to not scramble by the next visit. Will help to streamline and make it easier.

C. Program Review – Jaki King

- i. Website meeting took place with Dr. Ortiz and Dean. Lots of pages on webpage exist from our last accreditation that need to be removed. It would be more cohesive if we kept it to one page for program review. This can be an accessibility issue if there are several pages with outdated information
- ii. Separate site will be made for faculty to have clear understanding . Next meeting February 24th Monday 1:30. Calendar invites to come. First meeting will approve template. Everything is in line and fits in with GP
- iii. Template for academic side and student services. Relevant questions to that particular group

- iv. Dr. Ortiz: Did Student Services help with creation of template?
 - a. yes
- v. Dr. Hubbard: Do you think Brenda Estrada would be a good addition as co-chair
 - a. yes, have been in contact with her will be following up
- vi. Rubrics in line for Fall 2020 use.

VI. Upcoming 2019-2020 Meetings – All meetings are from 2:00-3:00pm in S-215
March 4, 2020
April 1, 2020
May 6, 2020 (last meeting of 2019-2020)

VII. Other:

Meeting adjourned 2:42