

Santa Ana College Institutional Effectiveness & Assessment Committee

Meeting Minutes

November 6, 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.

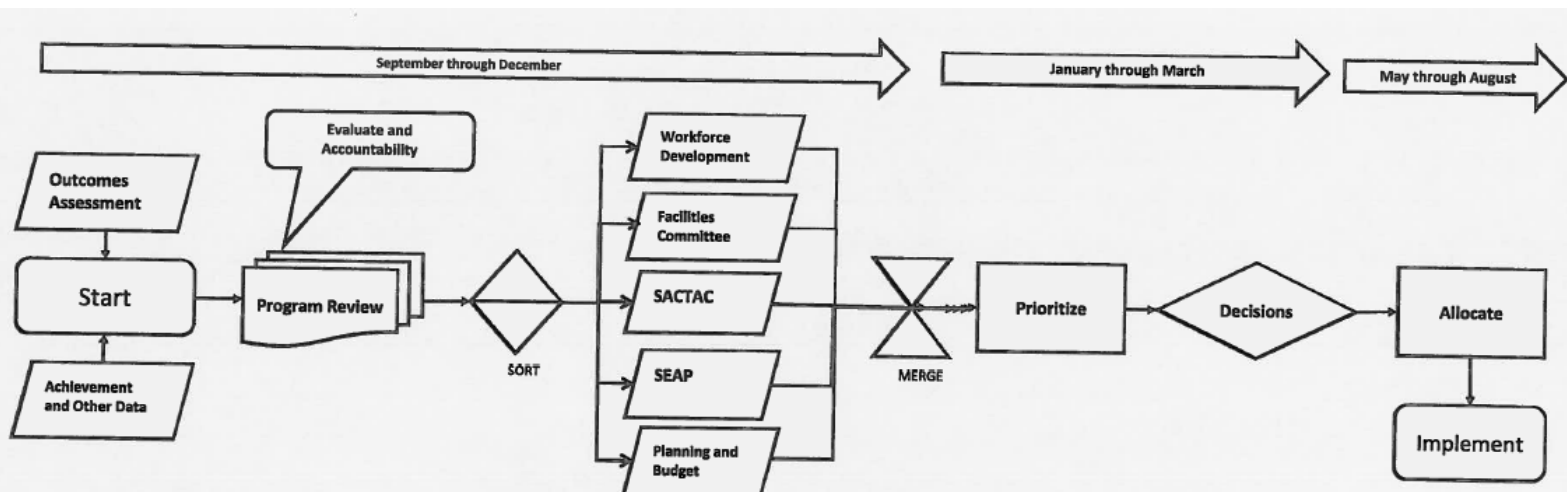
Santa Ana College Mission: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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

Meeting called to order by Dr. Ortiz at 2:03pm

I. Introductions & Membership

- A. Dean of Academic Affairs – **Dr. Fernando Ortiz**
- B. Faculty Co-chair – **Justin Tolentino** (Math)
- C. Minimum of eight faculty; one to two from each division/area (1. Business, 2. Fine & Performing Arts, 3. Human Services & Technology, 4. Humanities & Social Sciences, 5. Kinesiology & Athletics, 6. Science, Mathematics & Health Sciences, 7. Counseling, and 8. Noncredit)
- D. Program Review Chair – **Jaki King**
- E. Outcomes Assessment Faculty Coordinator – **Dr. Jarek Janio**
- F. Accreditation Faculty Coordinator – **TBD**
- G. Vice President of Student Services or designee – **Dr. Vaniethia Hubbard**
- H. Research Analyst – **Tyler Johnson**
- I. Classified Staff Member – **TBD, CSEA designee**
- J. Student – **TBD, ASG designee**



A. Dr. Lamb would like the Accreditation Coordinator assignment sent out to the committee in order to assist with generating a job description.

B. Justin Tolentino is the now academic co-chair of IA&E Committee.

II. Approval of Minutes – October 2, 2019 Meeting

A. Dr. Lamb motioned to approve minutes.

B. Brin Wall seconded.

C. Minutes approved.

III. Update of SAC's Participatory Governance Structure document - Information

A. Shared Governance Handbook needs to be updated, IE&A is charged with taking the lead and gathering the leads/co-chair from each group to update the handbook and ensure it goes through the review approval process.

B. Dr. Lamb shared that in terms of Accreditation, we need to ensure that everything is up to date. Accreditors looking for an accordion type process for how information gets shared in College Council and then shared out/in among the Shared Governance Committees.

IV. College Funding Allocation Alignment – Dr. Jeff Lamb

A. Streamline process in order to allocate funding. Process will help determine what is funded with one submission process that will go out to all of the funding sources for review (Workforce Development, Facilities Committee, SACTAC, SEAP, Planning and Budget). Funding requires accountability, reporting, etc., so that needs to be embedded into the planning process at the front end.

V. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio

i. Next meeting is November 19 3:30pm-5:00pm in D-101

ii. Suggestion of smaller groups within each Department in order to assess Outcomes.

iii. Nuventive – need to have all SLO's articulated, that we are collecting certain data. Program Review should be more than just collection of data at the end of the year. Each department needs to collectively enter the data throughout the semester and the data needs to make sense.

B. Accreditation – Dr. Jeffrey Lamb

i. Accreditation subcommittee met on _____. Went over the Accreditation standards and discussed creating groups to determine who is responsible for specific sections of reporting. Microsoft Teams will be used in order to share documents. Next meeting will discuss recruitment, training, and timelines.

C. Program Review – Jaki King

i. Program Review Committee met on November 4. Discussed piloting Program Review training. Working on updating the website, ensuring that Student Services and Academic Support Services have annual and quadrennial report that are meaningful to those areas. Next meeting is November 18 at 1pm in A-209.

ii. Mary Huebsch suggested that clerical support is necessary.

- iii. Jaki is contacting Deans to update departments that go through Program Review process and will attend the next Deans meeting.

- VI. Upcoming 2019-2020 Meetings – All meetings are from 2:00-3:00pm in S-215
 - December 11, 2019
 - No January Meeting
 - February 5, 2020
 - March 4, 2020
 - April 1, 2020
 - May 6, 2020 (last meeting of 2019-2020)

- VII. Other: _____

Adjournment

