SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes of September 2, 2009

To: Distribution
From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

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.

Members Present: Paul Foster, Norm Fujimoto, Bonnie Jaros, Sara Lundquist, Jeff McMillan, Nga Pham, Maria Sugrañes, Sharon Whelan, John Zarske

Guests: President Erlinda Martinez

I.   **Welcome! Overview of Our Upcoming Work**—Bonnie welcomed everyone back to the IE&A Committee and reiterated the ongoing work of this group: gatekeeper of the Mission and Vision Themes of the college; oversight of the *Educational Master Plan* (EMP) as an aggregate planning and assessment document; oversight of the *Strategic Plan* elements and production of the annual *Strategic Plan Update* report and the *Strategic Plan Update with Budget Analysis* report, in coordination with the co-chairs of the Budget Committee*;* direct oversight of Administrative Services, Student Services and President's Cabinet Program Review; oversight of Teaching Learning Committee report regarding Academic PA/PR; Accreditation oversight, including all reports and dissemination of updated information from the ACCJC; oversight of the Environmental Workgroup; and support to the president in all college-wide planning meetings.

II. **Approval of Minutes of May 27, 2009**—The minutes of May 27, 2009 and the *IE&A End-of-Year Report* of May 26, 2009 were approved as written. Bonnie requested that the chairs of the participatory governance committees place the *IE&A End-of-Year Report* on their respective agendas for review and report back to IE&A.

III. **IE&A End-of-Year Report** (See Item II)

IV. **Results of Board of Trustees Planning Retreat/Board Self-Evaluation**— On July 13, 2009, the board held a planning retreat in which it reiterated its

goals. At a subsequent meeting (July 27, 2009), goal #9 was added which states that external may use athletic fields of the colleges if the effects of use are fiscally neutral. In addition, it is noteworthy that the RSCCD Board of Trustees has met their obligation to conduct meaningful self-evaluation for the purpose of systematic continuous improvement. They have attended a presentation of Dr. Barbara Beno, President of ACCJC (03-23-09),developed and approved a board policy related to self evaluation (BP9022 and BP9022.5), held a Board of Trustees Planning Retreat (07-13-09), conducted an external evaluation which was discussed publically (Board meeting 07-27-09), and conducted an internal self-evaluation which was discussed publically (08-24-09).

V. **Accreditation Update**—The IE&A Committee approved the accreditation *Follow-Up Report* draft submitted to them by Bonnie Jaros as chair of the Accreditation Committee. It did not contain them portion related to the district recommendation "Computer-based Student Attendance recording System.' President Martinez indicated that she would be receiving information regarding this recommendation and would work on a draft. John Weispfenning, Chair of the Accreditation Committee at Santiago Canyon College, will also be working on a draft. It was decided that Bonnie would work on the board self-evaluation recommendation draft and send it to SCC and John would work on the attendance recording response and send it to SAC. The draft will soon be sent to the college community for review and comment. The *Follow-Up Report* will be approved by the Board on October 12, 2009 (first reading September 28, 2009). It is due to the Commission on October 15, 2009.

VI. **EMP Update**—Bonnie will send an update of *Educational Master Plan* elements to President Martinez early every fall. This will not include substantive changes unless approved by the appropriate participatory governance groups. It will include updated program review information, updated committee membership, End-of-Year reports, the *Strategic plan Update* and any updated documents sent to IE&A.

VII. **Budget Report (SAC and BAPR)**—Paul reported that Sac will be required to make additional cuts of $8.2 million by the October 12, 2009 Board meeting. The adopted budget is due October 15, 2009; the state has extended the deadline from September 15, 2009. There will also probably be mid-year cuts.

VIII. **Teaching Learning Committee Update**—The TLC will have its first meeting on September 21, 2009. The charge of the TLC will be: to discuss the core competencies (this year technology will be a focus with SACTAC consultation); serve as the oversight group of the department planning portfolios and academic program review (which it will aggregate and report to IE&A); sponsor the "45-minute How to…" faculty development activity and suggest other faculty development activities; coordinate with and support the BSI activities; and sponsor the "book of the year," House on Mango Street, as support for the Nealley Library Strategic Plan for 2009-2010. A workgroup is working on recommendations for this year-long project; recommendations will be brought to College Council on September 9, 2009.

IX. **Other**—There was unanimous praise for President Martinez's Back-to-School presentation. The faculty, administration and staff appreciated her candor under these difficult circumstances of fiscal crisis, but mostly appreciated her sincerity and clear dedication to the college.

Members:	**cc:**
Paul Foster	Erlinda Martinez
Norm Fujimoto	Kennethia Vega
Paula Garcia	Jeff McMillan
Ray Hicks	
Bonnie Jaros	
Sara Lundquist	
Nga Pham	
Ed Ripley	
Maria Sugrañes	
Sharon Whelan	
John Zarske	

bnj/09-03-09

ATTACHMENT 1: Cyclical Strategic Plan Review
(Item Ib extracted from the minutes of the IE&A Committee April 16, 2008)

I. **To revise the *Strategic Plan***

 b. IE&A will discuss progress on the goals/activities of the *Strategic Plan* every spring and update it as needed. To ascertain that the activities of the *Strategic Plan* are carried out by those designated as responsible, the following is recommended commencing 2008-2009:

  i. Early in the fall semester, IE&A will review the plan for "who/how/when." In pairs, members of IE&A will convene work groups of those responsible for the activities of the plan. At that meeting, there will be full discussion of what needs to be done, a timeline and agreement by those responsible to carry out the activities.

  ii. A reminder will go out early February to those responsible for the activities.

  iii. At the end of April, IE&A will receive the updates from those responsible for the activities. In addition, it will receive the PA/PR recommendations as well as the recommendations of the SS and Admin Services PR.

  iv. Early May IE&A will make changes to the plan based on all input, as needed. The updated version will be sent to the President, who will have it approved by College Council.

  v. The *Strategic Plan* will be put on InsideSAC by theme as well as in an integrated document.

ATTACHMENT 2: Vision Theme Liaisons for *Strategic Plan*

SANTA ANA COLLEGE
VISION THEMES
Strategic Plan Workgroup Liaisons 2008-2009

I. **Student Achievement—Bonnie Jaros, Paula Garcia Sara Lundquist, Sharon Whelan**

 A. Increase academic literacy and learning across disciplines— Bonnie Jaros/Sharon Whelan

 B. Eliminate economic barriers to student achievement—

Sara Lundquist/Paula Garcia
  C. Increase program completion/transfer/employment rates for all students—Norm Fujimoto
  D. Promote excellence in teaching/learning—Bonnie Jaros
  E. Increase credit/non-credit articulation—Ed Ripley/Paula Garcia

II. Use of Technology—Maria Sugrañes (SACTAC)
  A. Graduate students with highly competitive skills for continuing education and professional life
  B. Provide a technology-rich environment for faculty, staff and students
  C. Provide innovative classroom technologies that will enable faculty to enhance and facilitate student learning

III. Innovation—Ray Hicks, Paula Garcia, Sara Lundquist, Maria Sugrañes
  A. Increase development of innovative teaching techniques—Ray Hicks/Maria Sugrañes
  B. Embed skills and attitudes across the college—Ray Hicks/Maria Sugrañes
  C. Develop systems for increased access/outreach—Paula Garcia/Sara Lundquist

IV. Community—Norm Fujimoto, Paula Garcia, Sara Lundquist
  A. Attain a higher "achievement attitude" among our prospective student population and supporting networks—Paula Garcia/Sara Lundquist
  B. Foster an awareness of the college as part of the community—Sara Lundquist
  C. Increase interest in lifelong learning/healthful living across the college—Norm Fujimoto
  D. Increase awareness and practice of healthful living across the college and community—Norm Fujimoto

V. Workforce Development—Ed Ripley
  A. Expand and identify partners and collaborate with industry and communities to identify workforce needs
  B. Integrate basic skills and workplace competencies
  C. Support regional development by becoming the primary local source of skilled employees for high demand occupations

VI. New American Community—Norm Fujimoto, Bonnie Jaros
  A. Increase awareness and foster proactive civic responsibility—Norm Fujimoto
  B. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution—Bonnie Jaros

      C. Create an environment that encourages cross-disciplinary dialogues and discussions—Bonnie Jaros

      D. Create an environment among faculty, staff and students that encourages cross disciplinary collaboration, activities and dialogues—Bonnie Jaros

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ATTACHMENT 3: RSCCD Board of Trustees 2009-2010 Goals

1. Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.

2. Provide, when possible, access and retention for completion programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors.

3. Implement facilities master plans, and incorporate "green" efforts into facilities development and other efforts where possible and cost-effective.

4. Promote flexible, cost-effective educational programs and services when possible, including the use of cutting-edge technology and educational program delivery via technology.

5. Pursue alternative public and private funding sources to increase the district's fiscal sustainability and to implement the district's vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development.

6. Maintain a positive, productive working environment for employees, recognizing and embracing diversity and enhancing staff development opportunities that address innovation and technology.

7. When possible, expand partnerships with business, labor, community groups, universities, schools, and other public and private agencies in order to enhance the district's resource development; ensure student access and success; ensure robust economic development programs; and be responsive to workforce development needs and high demand career fields.

8. When possible, assess the educational needs of the communities we serve, and enhance awareness of the colleges and community involvement through outreach and advocacy among community constituencies and leaders.

9. Maximize college and community use of athletic fields when fiscally neutral, subject to state law.

ATTACHMENT 4: IE&A Agenda September 16, 2009

SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Agenda
September 16, 2009; 2:00-4:00pm
A-105

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I.	Approval of Minutes of September 2, 2009
II.	Accreditation Update
III.	Budget Update
IV.	*Strategic Plan* Workgroups
V.	*House on Mango Street* Update
VI.	Other

Members: cc:
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Paula Garcia   Jeff McMillan
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