

Santa Ana College
Institutional Effectiveness & Assessment Committee

Meeting
Minutes
October 2, 2019
2:00 – 3:00pm
S-215

Attendees: Ashly Bootman, Carlos Brocatto, Monica Bustamante, Janet Cruz-Teposte, Dr. Maria Dela Cruz, Dr. Saeid Eidgahy, Suzanne Freeman, Mary Huebsch, Tyler Johnson, Dr. Jeffrey Lamb, Don Mahany, Hugh Nguyen, Dr. Fernando Ortiz, Lina Pav, Kim Smith, Brin Wall, Dr. Tim Winchell

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. Welcome to the Institutional Effectiveness & Assessment (IE&A) Committee – Introductions
- II. Approval of Minutes – September 4, 2019 Meeting
 - A. Dr. Lamb motioned to approve minutes.
 - B. Carlos Brocatto seconded motion
 - C. Approved.
- III. Updates to RAR Process – Information
 - A. New timeline for RAR, Equity, Perkins, & Reallocation of SWP funding
 - i. RAR list will now be only current and necessary requests
- IV. Membership of IE&A – Information
 - A. Dean of Academic Affairs
 - B. Minimum of eight faculty with at least one faculty member 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)
 - C. Outcomes Assessment Faculty Coordinator
 - D. Accreditation Faculty Coordinator
 - E. Vice President of Student Services or designee
 - F. Research Analyst
 - G. Classified staff member
 - H. Student

Discussions on possibly having a maximum of two Faculty from each area in order to maintain balance. 9 people minimum to have a quorum.

V. Charge of IE&A Subcommittees

A. Program Review

- i. In support of the College's mission, help to facilitate annual, systematic self-assessment of institutional effectiveness and future planning for instructional, student services, administrative, and operational areas.
- ii. Provides training, feedback, commendations, and recommendations related to the program review process.
- iii. Contributes to "Closing of the Loop" by disseminating resource allocation requests to responsible committees and by improving our own processes.
- iv. Reports monthly to the IE&A Committee and annually to College Council

B. Outcomes Assessment

- i. Oversees and coordinates outcomes assessment practices for Instruction, Student Services, and Administrative Units at the College level.
- ii. Responsible for maintaining the policies and processes that will guide the College through the ongoing process of developing, implementing, assessing, and evaluating outcomes assessments.
- iii. Promotes campus-wide understanding and integration of outcomes (instructional, student services, and administrative).
- iv. Facilitates campus dialogue to enhance institutional effectiveness, and fosters continuous improvement of the student experience.

C. Accreditation

- i. Ensures accreditation is an on-going process by guiding preparation of the self-evaluation, ISER, and follow-up reports.
- ii. Reviews and monitors collection of evidence and progress on improvement plans, accreditation recommendations, and institutional effectiveness indicators.
- iii. Informs, engages, and involves the college community in accreditation and institutional effectiveness.
- iv. Reviews and monitors evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement.

VI. Subcommittee Planning Time and Debrief

- A. Review of subcommittee responsibilities
- B. Discuss leadership structure (Determine chairs for each group)
- C. Subcommittee meeting time
- D. Is anyone missing from the group? Either by position or knowledge base.

Discussions on TLC being charged with Program Review, would they consider rebranding the committee name? Request that someone go to the student groups and discuss Accreditation with students.

Program Review:

Mary H. TLC has been covering Program Review; need to work on other areas

Outcomes Assessment:

Dr. Janio – need to set up a meeting to discuss what Outcomes Assessment means (need to define the outcomes), determining what the expectations are. Dr. Ortiz – can we bring in someone from OEI into the group? Dr. Lamb – will be hiring two part time short term staff members to work on Nuventive system.

Accreditation:

Dr. Lamb – Faculty Coordinator + ALO. Each of the standards usually have an Administrative lead with co-chairs. In addition, a research staff member, possibly an English Faculty member, and a Project Manager.

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

November 6, 2019
December 11, 2019
No January Meeting
February 5, 2020
March 4, 2020
April 1, 2020
May 6, 2020 (last meeting of 2019-2020)

VIII. Other: _____

Adjournment

