

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

**Meeting**  
**AGENDA**  
**September 4, 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. Welcome to the Institutional Effectiveness & Assessment (IE&A) Committee – Introductions
- II. Approval of Minutes – N/A
- III. Membership of IE&A – Discussion
  - A. Minimum of six faculty with at least one faculty member from each Academic Division (1. Business, 2. Fine & Performing Arts, 3. Human Services & Technology, 4. Humanities & Social Sciences, 5. Kinesiology & Athletics, 6. Science, Mathematics & Health Sciences)
  - B. Minimum of one counseling faculty
  - 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
- IV. Purpose of the IE&A Committee – Information

The Institutional Effectiveness & Assessment Committee is charged with supporting a culture of inquiry and effective college planning through intentionally integrating multiple college functions (strategic planning, institutional research, assessment, accreditation, and program review) to promote and support evidence-based planning and continuous quality improvement.

This leads to ongoing review of the College’s mission, values, and goals, assessing how effectively the College is accomplishing these, and broadly communicating the results so the College has a shared understanding of its strengths and weaknesses in order to set appropriate priorities.

- V. Goals of the IE&A Committee – Information
  - A. Every 5 years, during the Educational Master Plan process, review the College’s mission/vision/values and goals that drive planning and resource allocation.
  - B. In conjunction with College stakeholders and governance bodies and District strategic planning, review and propose revisions to the IPBM (Integrated Planning and Budgeting Model).
  - C. Review institutional effectiveness measures and benchmarks such as the Student Success Metrics, campus-wide surveys, and Institutional Set Standards (ISS) to evaluate how effectively the college fulfills its mission and achieves its goals.
  - D. In collaboration with appropriate committees and constituent groups, analyze institutional level outcomes data to inform program and institutional decision-making and planning.
  - E. Facilitate the completion and processes for review of Program Reviews.
  - F. Facilitate the completion and processes for review of Outcomes Assessment.
  - G. Advise the college on how to integrate institutional effectiveness measures into planning processes to support evidence-based decision making in plans such as:
    - i. Educational Master Plan (EMP)
    - ii. Strategic Enrollment Management (SEM)
    - iii. Facilities Master Plan (FMP)
    - iv. Technology Plan
    - v. Program Review
  - H. Establish and review the College’s annual research agenda.
  - I. Broadly communicate the results of the IE&A Committee’s work to the appropriate District and College constituencies.
  
- VI. Sub-committees (each will need a chair and members) – Action
  - A. Program Review
  - B. Outcomes Assessment
  - C. Accreditation
  
- VII. Strategic Planning Ad-Hoc Committee – Action
  
- VIII. Items for next meeting – Discussion
  
- IX. 2019-2020 Meetings – All meetings are from 2:00-3:00pm in S-215 – Information
  - September 4, 2019
  - October 2, 2019
  - 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)
  
- X. Other: \_\_\_\_\_

Adjournment