

Santa Ana College
Institutional Effectiveness & Assessment Committee

Meeting
Minutes
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 by Dr. Ortiz
 - A. IE&A Committee still needs to be officially approved as a Shared Governance Committee.
- 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. Dean of Academic Affairs
 - F. Vice President of Student Services or designee
 - G. Research Analyst
 - H. Classified Staff Member
 - I. Student

Feedback: Need to add Dean of Academic Affairs. Membership needs to be vetted through Academic Senate and CSEA, need feedback from larger Divisions to see if they need more Faculty. Need a non-credit Faculty members included as a Division. Co-chairs will be Dean of AA and Outcomes Assessment Coordinator. Remove item B and add Counseling as a Division under A.

- 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.

Feedback: Need to be cognizant of assessment varying for different disciplines. Need to ensure we are using different models depending on discipline. Having an area on the website where all of the college plans are accessible and available. Having a standardized end of the year report for all of the Shared Governance committees so goals are outlined and documented for accreditation. Create an evaluation plan based on set evaluation standards. When it comes to outcomes, are we talking about institutional outcomes? Learning outcomes? Learning outcomes isn't stipulated anywhere.

- 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 - Review and update processes for the collection, analysis, and interpretation of data concerning a program or department and its curriculum.

- B. Outcomes Assessment – Review and update processes related to the analyses of SLO’s and PLO’s
- C. Accreditation – Review and update processes and timelines related to compliance and submission of accreditation reports.

VII. Strategic Planning Ad-Hoc Committee – Action – Work with RSCCD to revise and update 2016-2019 Strategic Plan.

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



SANTA ANA COLLEGE

Academic Affairs