



SANTA ANA COLLEGE
INSTITUTIONAL EFFECTIVENESS
AND ASSESSMENT

Minutes

June 03, 2020

1:00 – 2:00pm

Zoom- <https://cccconfer.zoom.us/j/91885756359>

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

Virtual Attendance: Ashly Bootman, Carlos Brocatto, Monica Bustamante, Stephanie Clark, Janet Cruz-Teposte, Saeid Eidgahy, Mike Everett, Suzanne Freeman, Mary Huebsch, Jarek Janio, Tyler Johnson, Jaki King, Dr. Jeffrey Lamb, Michelle Macintyre, Cristina Miranda, Shannon Muir, Dr. Fernando Ortiz, Kim Smith, Justin Tolentino, Tim Winchell, Monica Zarske, Phone Caller: 714***4853

I. Introductions & Membership

- A. Comment: Mary Huebsch-PD Coordinator- What are we going to do to honor the life of George Floyd. We need to address and focus our professional development in regards to racism, making sure this is an ongoing conversation.
- i. Dr. Lamb-VP AA- Chancellor is working on a Call to Action will be sent out to faculty and students along with webinar resources- Vision for success
 - ii. Dr. Lamb- VP AA We must work diligently and ensure that the resources we get are used in the right way.
 - iii. Tyler Johnson- Research: Book recommendation- *How to be an anti-racist*- by Ibram X. Kendi . By just saying we are not racist does not solve the problem, we need to learn to fight against own implicit biases.

II. Minutes from May 6, 2020 meeting – Information

- A. No comments or questions.

III. Taskforce Updates:

- A. Defining College Funding Allocation Alignment Processes – Justin Tolentino
- i. Looking at connectivity within different requests. Equity, SWP, GP and others.
 - ii. Fall semester goal is to finalize, committee to take action and have a process that makes sense.
 - iii. Dr. Lamb-Where we spend shows what we value. Prioritize and steer the request forms.
- B. Updating of SAC's Participatory Governance Structure Document – Fernando Ortiz

- i. Taskforce took a look and vetted the structure. Dialogue was mostly on membership. Had a taskforce re-visit the membership. Got additional comments on wording and classified representation: PG Review Task force: Rowena Valtairo, Stephanie Clark, Monica Zarske, Madeline Grant, Mary Huebsch, Dr. Jarek Janio, Justin Tolentino, Dr. Fernando Ortiz
- ii. William Nguyen (emailed comments Wed 6/3/2020 - not present during meeting)-
 - 1. One of this Committee's goals is to increase effectiveness between different areas of the institution, so all major areas should be on this committee. I think Administrative Services and School of Continuing Ed are not represented yet
 - 2. When this committee reviews a process for recommendations to improve, it should invite people in that area so their viewpoints and expertise are shared. That way we all can learn more about how things work in different areas and the rationale for why an existing process is the way it is, and make better recommendations once knowing all facts
 - 3. Strategic planning: should the committee, at the beginning of each academic year (or whenever it chooses) discuss and identify a list of themes/processes it wants to review for improving effectiveness? That way, the committee's work is planned out in advance?

IV. Action Item:

A. Approval of Institutional Effectiveness & Assessment Committee Participatory Governance Structure

- i. Dr. Ortiz-Open up for comments and questions-
- ii. Monica Zarske- Classified members to be appointed by CSEA
- iii. Dr. Janio-Suggest more than one student in case the one appointed is absent. Possibly student or designee. Student engagement purposes.
- iv. Monica Zarske- Consult student involvement with ASG- Most committees have one student. Vet with committee to see the charge.
- v. Should there also be Continuing Ed students?
- vi. Dr. Lamb: On Membership, who do we need in the room to effectively make decisions. Recommended-Student appointed by ASG
- vii. Are appointed Chairs to be resources or voting members? Chairs can report out on a regular basis but not necessarily need to be voting members.
- viii. Designate Dean from a different area to get various perspectives
- ix. Dr. Lamb-We must also ensure Student Services are represented.
- x. Dr. Janio - Recommends this goes to College Council.
- xi. Dr. Ortiz-Asking for motion to approve as amended or table until next meeting for further discussion.
- xii. Zarske- Motion to table- Carlos second- no oppositions

V. Subcommittee Reports

- A. Outcomes Assessment – Dr. Jarek Janio- Outcome Assessment Coordinator
 - i. Collection of SLO assessment data has started.
 - ii. Nuventive process is ongoing

- B. Accreditation – Monica Zarske- Accreditation Coordinator
 - i. Lot's of progress happening. Webinar is up on the SAC site - *We've gathered evidence now what.*
 - ii. Working on writing a cheat sheet/sample on how to start thinking about writing.
- C. Program Review – Jaki King - Program Review Committee Co-Chair
 - i. 4-year presentations were a great turnout with faculty and staff.
 - ii. Worked with Janice Love in research to get this together.
 - iii. Approved Program Review committee mission statement. Transition from TLC to Program Review.
 - iv. TLC Mission Statement was not aligning with our work.
 - v. Dr. Lamb- Foundational to articulate need for resources across campus.

Program Review Mission Statement:

Consistent with Santa Ana College's mission to inspire, transform, and empower a diverse community of learners, the Program Review Committee provides the college's programs and service areas a unique opportunity to:

- critically reflect upon their alignment with the college's mission statement,
- engage in dialogue with colleagues across the campus to showcase and discuss their program's or service area's strengths and/or opportunities for growth and development, and
- identify ways to improve programs and service areas as it relates to student learning outcomes and assistance.

Through the program review process, a program's or service area's strengths and opportunities for growth and development can be shared with the Institutional Effectiveness and Assessment Committee to identify connections with and to advise the alignment of resources between other programs and service areas in an effort to enrich the educational experience of every Santa Ana College student.

- vi. Monica Zarske- Adding goals and objective approach would be a good idea as well. Template uniformity is needed. As an institution – We must work on a better way of accessing information and potentially looking at standards to help drive those goals. When items are being evaluated we had commented in the past on using the language and expectation of having all this embedded in the goal. It will help with evidence later on.

VI. Upcoming 2020-2021 IE&A Meetings – All meetings are the first Wednesday of the month from 2:00-3:00pm - location TBD- Any changes will be notified

VII. Other:

No July or August Meeting

September 02, 2020

October 7, 2020

November 4, 2020

December 2, 2020

Summer Months

2:00-3:00 pm | S-215/ Zoom TBD

2:00-3:00 pm | S-215/ Zoom TBD

2:00-3:00 pm | S-215/ Zoom TBD

2:00-3:00 pm | S-215/ Zoom TBD