

ORGANIZATION OF THE SELF EVALUATION REPORT

PLANNING PHASE

In January of 2009, the Coordinator of Institutional Effectiveness and Assessment was appointed by the President of Santa Ana College (SAC) to serve as the accreditation co-chair as well as the Accreditation Liaison Officer. The planning for the Self Evaluation Report began with a meeting of the Vice President of Academic Affairs and the members of the Institutional Effectiveness and Assessment Committee (IE&A). In this preliminary meeting, a process was devised to appoint co-chairs of the standards for the Self Evaluation Report of Educational Quality and Institutional Effectiveness. It was also determined that the IE&A Committee, the then-planning coordinating committee of the college, would serve as the Oversight Committee. IE&A was co-chaired by the Vice President of Academic Affairs and the IE&A Coordinator/ALO, with members including the Vice President of Student Services, the Vice President of Administrative Services, the Interim Vice President of the School of Continuing Education (now permanent), the Dean of Science, Mathematics and Health Sciences, the Academic Senate President, the Academic Senate Past President, two Classified CSEA staff members, the RSCCD Director of Research, and a student.

The Accreditation Oversight Committee served to plan and initiate the self evaluation process and develop an interim organizational chart and timeline as follows:

The IE&A Committee, in its role as the Accreditation Oversight Committee, created timelines and ascertained that timelines were followed, documents collected, and all stakeholders well informed of processes and outcomes. Most administrators of the IE&A Committee served on the SAC President's Cabinet and other participatory governance committees; faculty and classified staff on the committee served in Academic Senate and/or participatory governance leadership roles. As such, members of the IE&A also attended the District Human Resources Committee, the District Facility Planning Committee, the District Technology Advisory Group (TAG), and the Planning and Organizational Effectiveness Committee (POE), which receives all district plans and has an ongoing item on the agenda to address the Accreditation Report. In addition, the IE&A was a consensus group. The faculty co-chair of IE&A, who also serves as the co-chair of the District POE and serves as the SAC Accreditation Liaison Officer (ALO), continually conferred with the Vice President of Academic Affairs and the President of Santa Ana College. The ALO of SAC and the ALO of Santiago Canyon College conferred on issues of common concern between the two colleges.

All planning documents were approved by the College Council and the Academic Senate.

In spring 2014, the function of the IE&A Committee was under review, and the standards co-chairs group became the Oversight Committee, with the Vice President of Academic Affairs and the IE&A Coordinator/ALO as co-chairs. The Vice President of Academic Affairs, who serves on College Council, made regular reports. The ALO was invited to College Council and to President's Cabinet to make reports as needed.

The ALO also continued to serve as co-chair of the District POE with the Executive Vice-Chancellor of Educational Services and Human Resources in 2013-14. All District governance co-chairs serve on District Council, so the ALO, in the capacity as co-chair of POE, served on District Council for 2013-14. All information from District Council was shared with the Vice President of Academic Affairs regularly.

PARTICIPANTS OF THE SELF EVALUATION PROCESS AND TIMELINES



The Oversight Committee met regularly throughout the process. Standards teams were formed and met regularly as well. Meetings with all the standards co-chairs were held monthly. As the process of writing progressed, members of the Oversight Committee held full-day meetings with appointments for individual sub-standard co-chairs who had a chance to ask questions about drafts and receive guidance about the drafts as well as the documents needed for the standard. Meetings with the full Steering Committee were interspersed with these meetings. As of spring 2014, College Council changed the function of the IE&A Committee within the participatory governance structure, and the standards co-chairs committee served as the Oversight Committee.

Table 31. Participants of the Self Evaluation Process

Accreditation Oversight Committee: Institutional Effectiveness and Assessment Committee Members (up to S14); Standard Co-Chairs served as Oversight Committee S14 IE&A Co-Chairs: Linda Rose, Ed.D., Vice President Academic Affairs Bonita Jaros, Ph.D, Accreditation Liaison Officer Members: Cher Carrera, Ed.D., Michael Collins, Ed.D., Jonathan DeLaMora, Raymond Hicks, James Kennedy, Sara Lundquist, Ph.D., Nga Pham, Denise Phillips (ret.), John Zarske		
STANDARDS CO-CHAIRS	PARTICIPATORY GOVERNANCE	STANDARDS TEAMS MEMBERSHIP
Standard I: Institutional Mission and Effectiveness <ul style="list-style-type: none"> • Jim Kennedy (A,B) • Gina Giroux, D.N.Sc. (A) • Elliott Jones, D.M.A. (B) 	IE&A	I.A. <ul style="list-style-type: none"> • Adrian Benitez (student) • Mike Everett • Irene Glomba • Elva Negrete • Mary Steckler I.B. <ul style="list-style-type: none"> • Tom Andrews • Irene Glomba • Sylvia Gordon • Becky Haglund • Mary Huebsch • Rob Jenkins • Nilo Lipiz • Rita Mitzner • JoAnn Nick • Sergio Sotelo, Ph.D.

<p>Standard II: Student Learning Programs and Services</p> <p>A. Instructional Programs</p> <ul style="list-style-type: none"> • Bart Hoffman/ Cher Carrera, Ed.D. • Monica Porter <p>B. Student Support Services</p> <ul style="list-style-type: none"> • Lilia Tanakeyowma, Ed.D. • Monica Collins <p>C. Library and Learning Support Services</p> <ul style="list-style-type: none"> • Shelly Jaffray • Yolanda Garcia 	<p>A. C&I Council; TLC</p> <p>B. Student Success Committee</p> <p>C. C&I; TLC</p>	<p>II.A.</p> <ul style="list-style-type: none"> • Yuri Betancourt • Matthew Beyersdorf • Daria Estrada-Smith • Suzanne Freeman • Sue Garnett • Maria Gil • Henry Kim • Cherylee Kushida • Lance Lockwood • Phil Marquez • Gwen Morgan-Beazell (ret. 6/14) • Kristin Robinson, J.D. • Kris Ross • Sara Salas • Irene Soriano, Ph.D. (Sabb. S14) • Sylvia Turner (ret. 6/13) • Terri Wann <p>II.B.</p> <ul style="list-style-type: none"> • Micki Bryant, Ph.D. • Bea Cain • Carl Jaeger • Robert Manson • Daniel Marquez • Loy Nashua • Pilar Traslavina • Cristopher Truong • Brian Sos, Ph.D. • Julia Vercelli <p>II.C.</p> <ul style="list-style-type: none"> • Dalva Dwyer • Vanessa Forwood (student) • Anya Franklin • Melanie Mowrer • Michael Nguyen • Leo Salgado (student) • Sally Scoggin • George Sweeney, Ph.D. • Kathy Walzcak • Nell Yang
<p>Standard III: Resources</p> <p>A. Human Resources</p> <ul style="list-style-type: none"> • Becky Miller • Madeline Grant <p>B. Physical Resources</p> <ul style="list-style-type: none"> • Michael Collins, Ed.D. • John Zarske <p>C. Technology Resources</p> <ul style="list-style-type: none"> • Allen Dooley, Ed.D. • Susan Gaer 	<p>A. IE&A</p> <p>B. Facilities Committee; Environmental Workgroup</p> <p>C. SACTAC</p> <p>D. Planning and Budget Committee</p>	<p>III.A.</p> <ul style="list-style-type: none"> • Andy Gonis • Janet Grunbaum • Dena Montiel • Mila Paunovic • Karen Rivera • Sean Small • Gabriel Shweiri <p>III.B.</p> <ul style="list-style-type: none"> • Zack Fish, Ph.D.

<ul style="list-style-type: none"> • Cherylee Kushida (DE) <p>D. Financial Resources</p> <ul style="list-style-type: none"> • Michael Collins, Ed.D. • Raymond Hicks 		<ul style="list-style-type: none"> • Ron Jones • Dietrich Kanzler • Jim Kennedy • Eve Kikawa • Kimo Morris, Ph.D. • Kathleen Takahashi, Ph.D. <p>III.C.</p> <ul style="list-style-type: none"> • Omar Chaudhry (student) • Mirela Dorin • KC Huynh, Pharm.D. • Jose Lopez-Mercedes (adjunct faculty) • Bruce Nichols • Nick Quach • Yethzi Rodriguez (student) <ul style="list-style-type: none"> • <p>III.D.</p> <ul style="list-style-type: none"> • Esmeralda Abejar • Raymond Hicks • Michael Kelcher
<p>Standard IV: Leadership and Governance</p> <p>A. Decision-Making Roles and Processes</p> <ul style="list-style-type: none"> • Avie Bridges/Don Mahany • Rick Manzano, J.D. <p>B. Board and Administrative Organization</p> <ul style="list-style-type: none"> • Sara Lundquist, Ph.D. • Jeff McMillan, Ph.D. 	<p>A. College Council B. Academic Senate C. IE&A</p>	<p>IV.A.</p> <ul style="list-style-type: none"> • Kyla Benson • Mary Castellanos, Ph.D. • Crystal Jenkins • Michele Parolise • Denise Phillips • Cynthia Strickler (student) <p>IV.B.</p> <ul style="list-style-type: none"> • Jodi Coffman, Ed.D. • Claire Coyne • Jarek Janio, Ph.D. • Mark Liang, J.D. • Marilou Morris • Angelina Veyna
<p>Notes: VPAA and ALO discuss role of participatory governance committees</p> <p>Editing Team: Shelly Jaffray, Dean Humanities & Social Sciences; Bonita Jaros, Ph.D., ALO; Linda Rose, Ed.D., VP Academic Affairs</p> <p>Document Preparation: Nell Yang, D.A.</p>		

bnj&l/05-13-13; rev 03-12-14; rev 05-09-14

Table 32. Timeline and Activity Matrix for the Self Evaluation Report 2012-2014

Timeline	Team	Activity	Status
*Phase I October 2012	Linda Rose, Ed.D., VPAA Bonita Jaros, Ph.D., ALO	<ul style="list-style-type: none"> • Establish weekly schedule to discuss and coordinate Accreditation activities • Participate in ACCJC Self Evaluation Workshop at San Bernardino Valley College • Send Status Report for SLO Implementation to ACCJC and distributed to college community and BOT • Distribute revised college Planning/Budget Calendar to SAC Budget and Planning Committee • Participate in first meeting of District Planning and Organizational Effectiveness Committee • Organize ACCJC information for IE&A Committee meeting in November 2012 • Organize materials for Accreditation <i>training workshop in December 2012.</i> • Distribute <i>Program Review Handbook for Instructional Programs</i> to college community • Distribute Chancellor's Office report of Fiscal Review of City College of San Francisco 	<ul style="list-style-type: none"> ✓ Schedule Completed ✓ ALO; VPAA Attended workshop ✓ SLO Status Report submitted to ACCJC and distributed to BOT and SAC constituents ✓ ALO designated at co-chair of <i>District Planning and Organizational Effectiveness Committee</i>

November 2012	VPAA; ALO; IE&A Committee	<ul style="list-style-type: none"> • Review information from District Planning and Organizational Effectiveness Committee (POE) • Distribute participant list from <i>Mid-Cycle Planning Retreat</i> of March 2012 to IE&A Committee • Discuss IE&A's role as the Accreditation Oversight Committee (AOC) 	<ul style="list-style-type: none"> ✓ IE&A approved alignment of Timeline of SAC Planning and Budget Calendar with District Budget Calendar ✓ IE&A recommended forwarding revised P&B Calendar to the SAC Planning & Budget Committee ✓ IE&A approved role as <i>Accreditation Oversight Committee</i> ✓ Information provided to IE&A Committee ✓ Distributed <i>Program Review Handbook for Instructional Programs</i> to campus community ✓ Distributed Chancellor's Office report on <i>Fiscal Review of City College of San Francisco</i>
December 2012	VPAA; ALO; Erlinda Martinez, Ed.D., President	<ul style="list-style-type: none"> • Facilitate Accreditation Training Workshop • Solicit feedback from Workshop participants • Confer with President Martinez to establish committee structure for Self Evaluation activities • Appoint standards committee chairs 	<ul style="list-style-type: none"> ✓ Training Workshop 12/07/12 ✓ Committee structure established
January 2013	VPAA; ALO Accreditation Oversight Committee	<ul style="list-style-type: none"> • Review EMP for committee review • Review and create materials for Standards Committee chairs and team members (e.g., templates) • Confirm members of standards and sub-standards committees 	<ul style="list-style-type: none"> ✓ IE&A in role of Accreditation Oversight (AOC) ✓ Commenced review of EMP ✓ Support materials for Standards Committees disseminated
February 2013	Accreditation Oversight Committee VPAA; ALO Standards Committee Chairs	<ul style="list-style-type: none"> • Process begins! • IE&A Committee in the role of Accreditation Oversight Committee meets bi-monthly • Review EMP • Standards chairs call meeting and establish regular meeting schedule • Committees review their respective standards <ul style="list-style-type: none"> • ACCJC ALO Training Workshop 	<ul style="list-style-type: none"> ✓ Accreditation Oversight Committee meets bimonthly ✓ Ongoing review of EMP ✓ Regular meeting schedule established ✓ Standards review ACCJC documents ✓ ALO attended Training Workshop Chaffey College 02-22-13

March 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> • Conduct Training Workshop for Standards Chairs and standards committee members • Committees commence work to develop descriptive summary and gather evidence • Standards Committees meet, collect data and evidentiary documents • AOC reviews progress 	<ul style="list-style-type: none"> ✓ Training workshop for Standards Chairs held 03-01-13 ✓ Committees commenced work on gathering evidence for descriptive summary ✓ Writing templates disseminated to standards committee chairs
April 2013	Standards Teams AOC; ALO; VPAA	<ul style="list-style-type: none"> • Standards Committee teams meet, collect data and evidentiary documents • Writing templates distributed to teams by standards committee chairs • AOC reviews progress • ALO & VPAA meet with Standards Chairs 	<ul style="list-style-type: none"> ✓ Teams meet and utilize templates (ongoing) ✓ ALO & VPAA meet with standards chairs as requested (ongoing)
May 2013	Standards Teams AOC; ALO; VPAA	<ul style="list-style-type: none"> • Developed website for accreditation • Begin transition of documents to SharePoint • Teams review past ACCJC Team Recommendations and internal <i>actionable improvement plans</i> from the 2008 Self Study and develop supporting evidence of completion 	<ul style="list-style-type: none"> ✓ Website developed Transition of documents to SharePoint is ongoing ✓ Teams have not completed review of responses to previous teams recommendations
June 2013	Standards Teams AOC; ALO; VPAA	<ul style="list-style-type: none"> • Committees continue to meet and review progress and to collect evidentiary documents in support of narrative section • Committees continue review of ACCJC Team Recommendations and actionable improvement plans from the 2008 Self Study 	<ul style="list-style-type: none"> ✓ Some Standard Teams met during June to establish their timeline for developing a written response to their standards and collect evidence

July 2013	Standards Teams AOC; ALO; VPAA	<ul style="list-style-type: none"> • Committees continue to meet and review progress • Team chairs continue gathering evidentiary documents to support narrative section • VPAA and ALO continue to meet with standards chairs as appropriate • Prepare Accreditation page on SharePoint 	<ul style="list-style-type: none"> ✓ Some Standard Teams continued to meet ✓ SAC accreditation page developed and review is ongoing to ensure accuracy of data uploaded to the site
August 2013	Standards Teams AOC; ALO; VPAA; College President	<ul style="list-style-type: none"> • College-wide Convocation • Provide guidelines for developing draft of Standards Reports 	<ul style="list-style-type: none"> ✓ During President Martinez's fall Convocation address, she mentioned the progress thus far in our self-evaluation process. ✓ Guidelines provided to Team Chairs and co-chairs
Phase 2* September 2013	Standards Teams AOC; ALO; VPAA	<ul style="list-style-type: none"> • College-wide Accreditation meeting to review progress on evidence gathering September 6, 2013 • First draft of standards team reports due to AOC middle of September • Develop rubric for Mission Statement review • Develop rubric for planning documents • ALO presentation to BOT September 23, 2013 	<ul style="list-style-type: none"> ✓ Completed ✓ Some Teams have completed a rough first draft of their Standards Information received from the following standard teams II.B; II.C; III.A; IV.A, IV.B; Intro— Eligibility Requirements ✓ Rubric for mission statement review not completed ✓ Rubric for evaluation of planning documents not completed ✓ ALO presentation to BOT completed
October 2013	Standards Teams AOC; ALO; VPAA	<ul style="list-style-type: none"> • AOC reviews first draft of standards team reports • Ongoing accreditation activities include: evidence gathering, draft revision • Provide guidelines for organization of evidence (electronically and in hard copy) • Accreditation meeting for team chairs to review progress October 18, 2013 	<ul style="list-style-type: none"> ✓ As this update is being written (October 2013), we are eagerly awaiting documents from all teams. ✓ Meeting for team chairs completed
November 2013	Standards Teams AOC; ALO; VPAA	<ul style="list-style-type: none"> • Accreditation meeting for team chairs to review progress November 8, 2013 • Teams organize evidence in folders (hard copy) and electronically on SharePoint • Draft narrative response as it relates to past recommendations due 	<ul style="list-style-type: none"> ✓ Co-chairs meeting; VPAA sent email to co-chairs reminding them of the timeline exigencies ✓ Evidence gathering is in progress and being posted on http://sac.edu/Accreditation/2014SelfEval/Pages/default.aspx ✓ Discussion occurred to clarify each standard's role in the responses to

		<p>(was initially due July 2013)</p> <ul style="list-style-type: none"> Develop introduction and begin organization of written Self-Evaluation Report. 	<p>recommendations</p> <ul style="list-style-type: none"> ✓ Shell and format for Introductory elements completed; draft of several sections completed
December 2013	President, Standards Teams, AOC; ALO; VPAA	<ul style="list-style-type: none"> Second draft of standards team reports due to AOC by 12/5 Accreditation meeting for team chairs to review drafts 12/06 Develop Actionable Improvement Plans Conduct college-wide open accreditation forum to discuss progress 12/13/13 ALO and VPAA begin preparation of Introduction Sections of Self Evaluation Report 	<ul style="list-style-type: none"> ✓ Some drafts completed; inconsistent response ✓ Discussion at co-chairs meeting about drafts and actionable improvement plans ✓ Plans need more focus; some plans completed ✓ Dr. Martinez led a college-wide forum. ✓ This is ongoing.
Phase 3* January 2014	VPAA, ALO, Standards Co-chairs and Teams	<ul style="list-style-type: none"> Completed draft of standards teams report due 1/17 ALO and VPAA begin synthesis of all standards of Self Evaluation Report into one document Drafts redistributed to standards co-chairs for review 1/31 	<ul style="list-style-type: none"> ✓ All drafts received; IIA incomplete ✓ This is deferred to February 2014. ✓ Feedback on individual drafts sent to co-chairs between 1/17-1/21
February 2014	AOC, VPAA, ALO, Standards Co-chairs	<ul style="list-style-type: none"> Comments regarding drafts due back to VPAA and ALO 2/7 VPAA & ALO review 2/7 version of Self Evaluation Report and synthesize report by 2/28 Self Evaluation Report sent to standards team chairs for final review 2/18; due back to ALO and VPAA 2/25 VPAA attends ACCJC ALO Conference Standards team chairs meeting to discuss draft report 2/28 VPAA, ALO and team attend ACCJC 	<ul style="list-style-type: none"> ✓ Comments reviewed and utilized to enhance drafts ✓ Feedback on individual drafts sent to co-chairs ✓ Status Report of drafts prepared by ALO; not all reports ready for final review ✓ VPAA attended ACCJC ALO Conference at Rio Hondo College ✓ Standards team chairs meeting deferred to 3/6; VPAA, ALO, Dean Hum. & Soc. Sci., Chair English Dept and Chair Kinesiology Division attended ACCJC Assessment

		Assessment Conference on 2/28	Conference at Mira Costa College
Phase 4* March 2014	President, AOC, VPAA, ALO Participatory Governance Committees; Academic Senate	<ul style="list-style-type: none"> • First reading committee review of synthesized Self Evaluation Report • Send Classified Staff Communication Survey out 3/18 • VPAA & ALO meet with Standard II.A, II.B & II.C 3/19 • College-wide accreditation forum 3/21 to discuss report and actionable improvement plans • VPAA & ALO work on Introduction Sections 	<ul style="list-style-type: none"> ✓ VPAA and ALO discussed content and format of drafts at Standard team co-chairs meeting 3/6 ✓ VPAA & ALO met with Standards Teams of Standard II 3/19 ✓ Communication Survey sent to Classified Staff ✓ College-wide Accreditation Forum led by President Martinez 3/21 ✓ VPAA & ALO work on Introductory Sections
April 2014	President, AOC, VPAA, ALO Participatory Governance Committees; Academic Senate	<ul style="list-style-type: none"> • Final draft completed and sent to ALO & VPAA 4/4 • ALO, VPAA & editing team conduct editing process 4/4 • VPAA & ALO conduct meetings with Standards Co-chairs through May 30, 2014. • Integrated Self Evaluation Report draft finalized for dissemination to participatory governance committees and college community • ALO and VPAA complete revision/editing process of Self Evaluation Report end of April • Report submitted to President Martinez 4/30 for College Council distribution 	<ul style="list-style-type: none"> ✓ Final drafts received ✓ Revision process commences by writing/documentation team ✓ Document preparation commences ✓ VPAA and ALO conduct special meetings with Standards Co-chairs ✓ Draft submitted for initial review ➤ Revision process continues ✓ Report submitted to President Martinez
Phase 5* May 2014	President, VPAA, ALO	<ul style="list-style-type: none"> • College Council reviews Report 5/14 • Final draft is sent to BOT docket 5/20 for first reading 5/27 • VPAA & ALO work with standards team chairs to organize documents on website and in physical format (ongoing through September) 	<ul style="list-style-type: none"> ✓ Report reviewed by College Council ✓ Draft sent to BOT for first reading 05/27/14 ✓ Editing team continues to work ✓ Document preparation ongoing ➤ Organization for website deferred

June 2014	BOT; VPAA, ALO, Dean, HSS, Librarian; Dean, Business	<ul style="list-style-type: none"> • BOT approval of Self Evaluation Report: first reading 05-27-14; second reading 06-09-14 • Editing work completed • Report prepared for printing • Website migration from private to public site 	<ul style="list-style-type: none"> ✓ BOT conducts first reading 05-27-14 ✓ BOT approves report 06-09-14 ✓ Editing Work completed ✓ Report prepared by Desktop Publisher for printer ✓ SharePoint Website migration from private teams.rscsd.edu site to sac.edu public site conducted
July 2014	APAA & ALO College President	<ul style="list-style-type: none"> • <i>Self Evaluation Report of Educational Quality and Institutional Effectiveness sent to ACCJC</i> 	<ul style="list-style-type: none"> ✓ Self Evaluation Report sent to ACCJC ✓ Preparation for Comprehensive External Evaluation Team Visit logistics commenced
August- September 2014	College President, VPAA, ALO	<ul style="list-style-type: none"> • College-wide briefing to prepare for External Evaluation Visit 9/26 • VPAA & ALO make arrangements and complete logistics for Comprehensive Team Visit 	<ul style="list-style-type: none"> ✓ College-wide briefing ✓ Logistics for Comprehensive Team Visit completed
October 2014	Entire College Community	<ul style="list-style-type: none"> • <i>Comprehensive External Evaluation Team Site Visit October 6-9, 2014</i> 	

lr&bnj rev.10-16-13; rev. 12-04-13; 12-11-13; 02-05-14; 03-20-14;05-14-14; 06-15-14

*Notes

Phase 1: Evidence gathering and drafting response to standards

Phase 2: Organize evidence and revise response to ACCJC Standards
Develop Actionable Improvement Plans

Phase 3: Write introductions for standards sections
AOC aggregates sections of Self Evaluation Report

Phase 4: Final edits and institution-wide review

Phase 5: Board approval process; printing; submittal to ACCJC; distribution to campus community