

SANTA ANA COLLEGE Institutional Effectiveness and Assessment Committee Minutes March 13, 2013

To: Distribution

From: Bonnie Jaros and Linda Rose, Co-Chairs, Institutional Effectiveness and

Assessment Committee

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.

<u>Santa Ana College Mission</u>: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

<u>Santa Ana College Vision Themes</u>: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

<u>Members Present:</u> Michael Collins, Bonnie Jaros, Nga Pham, Denise Phillips, Linda Rose, John Zarske

- **I. Approval of Minutes February 13, 2013**—The minutes of February 13, 2013 were approved as written.
- **II. Institutional Effectiveness Task: Master Plan Scan of Planning Documents**—Item deferred to the April 10, 2013 meeting. (**See AppendixA**)
- III. Accreditation Update
 - **A.** Institutional Accreditation Workshop—The accreditation meeting of March 1, 2013 was well attended. A great deal of information was disseminated, explained and discussed within the table teams. As a result, many more volunteers have come forward to join the standards teams. On March 15, 2013, there will be a follow-up meeting for the standards co-chairs. As Dr. Rose has just returned from a site visit, she will also be sharing many key items. (See Appendix B)
 - **B.** Annual Report—The Annual Report 2013 is due to the Commission on March 31, 2013. This year the report includes many more questions than in prior years. These questions reflect many of the concerns of the USDE, which need to be addressed in the Self Evaluation Report. One item which must be discussed college-wide is that of establishing standards for improvement in student achievement, namely: student retention, degree completion, transfer rates, and certificate completion. College Council has discussed this as well. For the next meeting of IE&A, we will review data sets provided by the Institutional Research Department and discuss how to present this information to the

- college community. The implications of this are key to alignment of planning and resource allocation. (The data will be sent to you separately prior to the meeting.)
- **IV. Report from POE—RSCCD Goals (See Appendix C)**—The RSCCD Goals of the 2013-2023 Comprehensive master Plan were approved by district council on march 11, 2013. The goals are now being vetted through the colleges. To that end, the co-chairs of the college participatory governance committees are requested to place this a An agenda item at the next meeting. The Board of Trustees will receive the goals on April 1, 2013 for approval.
- V. Participatory Governance Reports—Due to the body of work the IE&A Committee needs to accomplish as the Accreditation Oversight Committee, participatory governance issues from the governance bodies will be agendized upon request of the co-chair and will not be a standing item.
- **VI. Other**—IE&A meetings will now be held from 3:00-4:30.
- VII. Future Agenda: Tasks for Spring 2013
 - A. Review of RSCCD Implications for Planning; RSCCD Goals and Objectives
 - **B.** SAC Goals Template with Objectives

The next meeting of the IE&A Committee will be held April 10, 2013 at 3:00pm in A-105.

APPENDIX A



Institutional Effectiveness and Assessment Committee Educational Master Plan 2007-2015 Assessment

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:** The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global

Year	What Section of the Master Plan did you review?	How did the updates align with the original document?	What page or links to other documents support your conclusions?	What recommendations do you have for improving the alignment between the Master Plan and the Mission Statement?	Do you have any other comments or concerns?
2007					
2008					
2009					
2010					
2011					
2012					
2013					

APPENDIX B Standards Chairs

Accreditation Oversight Committee: Institutional Effectiveness and Assessment Committee Members Co-Chairs: Linda Rose, Ed.D., Vice President Academic Affairs Bonita Jaros, Ph. D, Accreditation Liaison Officer						
STANDARDS CO-CHAIRS	PARTICIPATORY GOVERNANCE	STANDARDS TEAMS MEMBERSHIP				
Standard I: Institutional Mission and Effectiveness Jim Kennedy (A,B) Gina Giroux (A) Elliott Jones (B)	IE&A	IA. Tom Andrews Mary Huebsch Elva Jenkins Rob Jenkins Chris Kosko Rita Mitzner IB. Sylvia Gordon Janet Grunbaum Kristin Guzman Luis Pedroza				
Standard II: Student Learning Programs and Services A. Instructional Programs Bart Hoffman/Cher Carrera Monica Porter B. Student Support Services Lilia Tanakeyowma Monica Collins C. Library and Learning Support Services Shelly Jaffray Yolanda Garcia	A. C&I Council; TLC B. Student Success Committee C. C&I TLC	IIA Matthew Beyersdorf Suzanne Freeman Sue Garnett Henry Kim Cherylee Kushida Lance Lockwood Phil Marquez Gwen Morgan-Beazell Kristin Robinson Kris Ross Sara Salas Irene Soriano Sylvia Turner Terri Wann IIB Micki Bryant John Finch Dennis Gilmour Brian Sos Julia Vercelli IIC Dalva Dwyer Anya Franklin Melanie Mowrer Michael Nguyen George Sweeney Kathy Walzcak Nell Yang				

Standard III: Resources	Standard III: Resources A. IE&A IIIA					
		IIIA				
A. Human Resources	B. Facilities Committee;	Glenn Doolittle				
Becky Miller	Environmental	Andy Gonis				
Madeline Grant	Workgroup	Sean Small				
	C. SACTAC					
B. Physical Resources	D. Planning and Budget	III B.				
 Michael Collins 	Committee	• Zack Fish				
 John Zarske 		Ron Jones				
C. Technology Resources		Dietrich Kanzler				
 Allen Dooley, Ed.D. 		Jim Kennedy				
Susan Gaer		Eve Kikawa				
Cherylee Kushida (DE)		Kimo Morris				
D. Financial Resources		Kathleen Takahashi				
 Michael Collins, Ed.D. 		III C				
Ray Hicks		Mirela Dorin				
.,		KC Huynh				
		• Jose Lopez-Mercedes,				
		adjunct faculty				
		Bruce Nichols				
		Nick Quach				
		_				
		Yethzi Rodriguez, student III D				
		Esmeralda Abejar				
G 1 1W 1 1 1 1 1 G	A. C. 11 C	Mike Kelcher				
Standard IV: Leadership and Governance	A. College Council	IV A.				
A. Decision-Making Roles and	B. Academic Senate	Kyla Benson				
Processes	C. IE&A	Crystal Jenkins				
Avie Bridges/Don Mahany Pink Mahany P		Michele Parolise				
Rick Manzano		Denise Phillips				
B. Board and Administrative		Mary Castellanos				
Organization		IV B				
• Sara Lundquist, Ph.D.		Jodi Coffman				
 Jeff McMillan 		Claire Coine				
		Jarek Janio				
		Angelina Veyna				
Notes: VPAA and ALO discuss role of	All will be sent to College					
participatory governance committees	Council					

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APPENDIX C

RSCCD Comprehensive Master Plan 2013 – 2023 RSCCD Goals

RSCCD Goal 1

RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

RSCCD Goal 2

RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry to collaboratively meet those needs.

RSCCD Goal 3

RSCCD will annually improve the rates of course completion and completion_of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4

RSCCD will support innovations that result in quantifiable improvement in student access, preparedness and success.

RSCCD Goal 5

Using a cycle of integrated planning, RSCCD will demonstrate the effective use of resources.

Approved District Council 03-11-13/ to be vetted at the colleges prior to 04-01 13 BOT meeting