



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Agenda

December 1, 2022

2:00 – 3:00pm

Zoom- <https://cccconfer.zoom.us/j/97210888153>

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

Voting Members: Dr. Fernando Ortiz (co-chair), Justin Tolentino (co-chair), Dr. Vaniethia Hubbard, Tyler Johnson, Kim Smith, Ashly Bootman, Suzanne Freeman, Mike Everett, Jaki King, Andrew Barrios, Monica Macmillen

Ex-officio Members: Monica Zarske, Jaki King, Dr. Jarek Janio, Dr. Jeffrey Lamb

- I. Introductions and Membership
 - A. Dr. Ortiz began the meeting at 2:00PM via Zoom.
- II. Public Comments
 - A. IE& A is seeking faculty members who would like to serve on IE& A committee. Currently 8 faculty positions are vacant. This is a great opportunity for faculty who would like to engage in committee work, learn and share their experience. Any questions or for more information please contact Dr. Ortiz or Justin Tolentino.
- III. Information: No information.
- IV. Discussion: No discussion.
- V. Action Items
 - A. Approval of Minutes from November 3, 2021 meeting
 1. Kim Smith moved to approve minutes for Nov. 3rd, 2021. Mary Steckler second the motion.
 2. Corrections:
 - i. Cristiana Gheorghe title: Interim Director
 - ii. Add “no report” to Dr. Lamb and Dr. Janio subcommittee reports
 3. Motion passed.
 - B. Approval of Minutes from October 6, 2021 meeting
 1. Mary Steckler moved to approve minutes from Oct. 6. 2021. Monica Macmillen second the motion. Motion passed.

C. Approval of Enrollment Management Plan

1. Dr. Lamb shared EMP, giving insight of ideas, marketing and linkage to Guided Pathways pillars. Would like EMP to be approved by this committee so Dr. Lamb can take it to College Council.
2. Questions asked:
 - i. Kim Smith: Will this plan help Divisions and Department Chairs?
 - ii. Ashly Bootman: Are we looking to approve the document as a whole or are we looking for specific elements on the plan?
3. Dr. Lamb addressed that this plan is a work-in-progress. Using the data from this plan can help students and faculty for future purposes, such as scheduling. Dr. Lamb is looking for the approval of the document so it can be taken to College Council and receive feedback to revisit and also establish in which committee will fit best. As of this moment, this committee for EMP is composed of a blend of participants. Once we receive more feedback from College Council EMP can address the next steps.
4. Jaki King moved to approve the Enrollment Management Plan. Kim Smith second the motion. Motion passed.

D. Approval of Goal-Setting Template

1. Dr. Ortiz gave insight to modification given by College Council for Goal-Setting Template (highlighted in yellow on document). IE & A committee will need to review modifications to take back to College Council.
2. Jaki King asked for Strategic Planning Documents links
3. Links can also be found on Participatory Handbook: [Collegial Governance & Decision-Making \(sac.edu\)](#) (page 10).
4. Walter Jones moved to approve modifications with additional links to template. Ashly Bootman second the motion. Motion passed.

VI. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio

1. Dr. Janio has been sending SLO's assessment emails. Dr. Janio still has emails to be sent out.
2. The Institutional Learning Outcomes have been approved and now moving to College Council for approval.
3. Dr. Janio is working on having SLO Training for Flex Week, good idea for new committee members.
4. Upcoming Friday: SLO Talks
5. Dec. 10, 2021 is our grand finale for the semester. This conference is a great opportunity for competence-based education.
6. Jaki King really appreciate the SLO talks and thanked Dr. Janio for his work.

B. Accreditation – Monica Zarske

1. Dr. Ortiz reported on ACCJC: overall favorable reporting.
2. Two inquiries that need to be revisit. Taskforce has already been assigned to have these two inquiries addressed before their next meeting in March.

C. Program Review – Jaki King

1. Jaki K., reported 26 programs went through review only 3 out of the 26 will finish their review by end of semester.
2. Program Review has one last meeting (next week) assessing annual and 4-year form that was being tested.
3. Instead of having one presentation from one program review, three 4-year programs will facilitate a ‘round table’ so there can be more discussion rather than one program presenting.
4. There are two scheduled Professional Development sessions for Spring.
5. Website for Program Review (it is updated regularly): [Program Review \(sac.edu\)](#)

D. Enrollment Management- Dr. Jeffrey Lamb

1. Dr. Lamb informed on enrollment percentages updates on rising student enrollment and Dual Enrollment is up 150% since last year. Dr. Lamb commented on accelerated courses, programs offered through city of Santa Ana, expanding in the Digital Media Center and expansion in county jails.
2. Level of communication between Academic Affairs and Student Services is great.
3. Intersession marketing will continue with phone calls, snail mail and social media.
4. 2021 FA College Credit Enrollment Comparison Chart available through IE & A website ([click here](#)).

VII. Meeting adjourned at 2:49PM by Justin Tolentino via Zoom.

VIII. Upcoming 2021-2022 Meetings – All meetings are the first Wednesday of the month from **2:00-3:00pm** unless otherwise noted.

February 9, 2022	(2nd Wed)
March 2, 2022	
April 13, 2022	(2nd Wed)
May 4, 2022	
June 1, 2022	