SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation · Outcomes Assessment · Program Review · Enrollment Management

Minutes
September 4, 2024
2:00 – 3:00pm
Zoom- https://rsccd-edu.zoom.us/j/9908152376?pwd=VDM4NVRra01xR3NRajBaa3ZLQml4UT09

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. Daniel Martinez (co-chair), Robert Stucken, Dr. Andrew Manson, Sarah Salas, Valeria Rodriguez, Shazia Jennigs Aziz, Claire Coyne (co-chair), Tiffany Heremans, David Roper, Dr. Saeid Eidgahy, William Nguyen, Caroline Kim, Heather Gillette, Brandon Rocke, Jaki King, Megan Lange, Mark Turner, Mike Everett, Annie Knight, Shazia Jennings Aziz, Janet Cruz, Valeria Rodriguez, Heather Gillette, Dr. Vanethia Hubbard

Ex-officio Members (Non-Voting): Monica Zarske, Kim Smith

Participants: Timothy Winchell, Christina Kim Wagner, Caroline Kim, Dr. Liza Chavac, Parisa Samaie, Dawn McKenna-Sallade, Dr. Brenda Estrada, Marvin Gabut, Tiffany Heremans

I. Introductions and Membership:
   A. Monica Zarske, need to follow up on position in committee
II. Action Items:
   A. Approval of agenda for September 4, 2024, meeting – Motions made by Dr. Daniel Martinez– Dr. Andrew Manson approves, Dr. Saeid Eidgahy seconds
   B. Approval of Minutes from May 1, 2024, meeting – Motions made by Dr. Daniel Martinez–Robert Stucken approves, Sarah Salas seconds, Minutes passed
III. Old Business
   A. Grant authorization form 2nd read – Claire Coyne
      i. Shared SAC Authorization for Grant form, form needs to be updated per Claire
      ii. Requests will need to go through the individuals listed on the grant form
      iii. This form applies to any grant
         1. Kim Smith brings up how to simplify the grant approval process
            a. William Nguyen points out how to streamline the process
         2. Dr. Eidgahy points out recommendations on editing the grant form
            a. Dr. Hubbard clarifies on the information presented in form

      i. Dr. Hubbard also asks who the author of the form is, and if each campus creates their own form or if there is a District wide form used

      ii. Claire clarifies that each campus has their own form

    3. William Nguyen suggests we reach out to Sarah Santoya at the District to see how we could improve the form

    4. Form needs more clarification, Claire moves to table item

  B. Agenda and minute templates – Dr. Martinez

    i. Worked on by Dr. Martinez, Monica Zarske, and Sarah Salas

     1. Put together a spreadsheet to show which committees have chairs, scribes, and templates

     2. Monica brings up the template as a guide for committees to see if it works within their group

    ii. Dr. Martinez brings up that it would be a good idea to have an institutionalized template for committees

    iii. Monica clarifies what the guide should cover so it properly supports committees ie. how minutes should look like, attendance

    iv. Claire asks if we should have taskforce to look over template, Dr. Martinez and Monica Zarske agrees

     1. Monica and Annie Knight agree to be part of group

  C. Administrative regulations workgroup – Dr. Martinez

    i. Dr. Hubbard brings up that there is an internal process of AR's

     1. Claire clarifies it is to look over SAC's vetting process

     2. Dr. Martinez wants it to be clarified

    ii. Dr. Manson expresses interest in the AR workgroup

  D. Operationalizing the Comprehensive Educational Plan (CEP) – Dr. Martinez, Claire Coyne

    i. Dr. Martinez states we need to bring up the barriers in the CEP

     1. How do we as a college fix this?

    ii. Dr. Martinez shares CEP chart for feedback

     1. Will send it out to committee members after the meeting

     2. Dr. Estrada says goals are included in strategy plan

  E. Dr. Martinez asks how we can attain the goals and what steps are needed

  F. Hoping to get information from different committees to see how we can help edit these strategies

IV. New Business

  A. Long term planning calendar -tabled

  B. Handbook review - tabled

V. Subcommittee/Workgroup Reports: -tabled

  A. Outcomes Assessment – vacant

B. Program Review – Kim Smith
    i. Nuventive/RARs – vacant

VI.   Good of the Order

Fall 2024: | September 4, 2024 | October, 2 2024| November, 6 2024 | December, 4 2024