Participatory Governance Committee

Goal setting and Assessment

Santa Ana College

In accordance with our Participatory Governance Handbook:

At the start of each academic year, participatory governance committees are to set attainable and measurable goals, which are then reviewed and assessed at the end of the academic year. Participatory governance committees shall adhere to accreditation standards as they relate to the specific charge of the committee and maintenance of adequate records (meeting minutes).

Assessment of these goals are reported to College Council each year.

Once approved, goals are to be posted to the respective committee webpages.

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|  | **Goal** | **Measurable Outcome and Method of Assessment** | **Link to Committee or College Strategic Goal** | **Completion Date** | **Responsible Group or Subcommittee** |
| **1** | Provide consistent and meaningful training sessions and PD opportunities for those undergoing program review | Tracking of attendance through PD Gateway  Surveys to attendees | Ensure that the program meets its stated mission and addresses the strategic directions of the college | June 2022 | Program Review Subcommittee |
| **2** | Research Department and Program Review Committee to create an onboarding site for faculty/staff. | Website would be up and running. Website would be communicated to all faculty and staff. Used during fall training and new faculty institute. | Develop a meaningful system for collection and reflection of learning assessments and other effectiveness measures  & Identify and address trends, concerns, and difficulties | June 2022 | Program Review Subcommittee |
| **3** | Maintain currency and accurate information for Program Review: Removal of old Program Review website. Instead have one place for faculty, staff, administrators, and outside accreditors to visit. | Old websites are backed up, and then removed. New site fully functional and cohesive. Will survey faculty/staff about new website usefulness. | Ensure that the program meets its stated mission and addresses the strategic directions of the college | June 2022 | Program Review Subcommittee |
| **4** | Yearly reassess The PR rubric, template, and processes that contribute to closing the assessment cycle | Updates to PR Form, Template, Presentation format are all noted and discussed with committee and IE&A.  Presentations with programs/service areas will be asked about their previous PR experience. | Recognize and celebrate achievements and successes & Provide quality programs through peer review and self-evaluation | June 2022 | Program Review Subcommittee |

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| **5** | Assist areas with accreditation | Update website and provide examples | Address and fulfill accreditation requirements |  | All subcommittees |
| **6** | PD activities on assessment of student learning | PD activities listed on PD website. |  | June 2022 | Outcomes Assessment Subcommittee |
| **7** | Development of steps, procedures, and timelines for assessment of student learning | Present the document with these procedures to the Academic Senate, Curriculum and Institutional Effectiveness Committees. |  | June 2022 | Outcomes Assessment Subcommittee |
| **8** | Provide examples of well written SLOs, PLOs and ILOs | Publish these examples on SAC Outcomes and Assessment Committee website: <https://www.sac.edu/AcademicAffairs/TracDat/Pages/Student-Learning-Outcomes.aspx> |  | June 2022 | Outcomes Assessment Subcommittee |
| **9** | Connect SLOs to Guided Pathways | Fill out the Scale of Adoption form by the end of the year. |  | June 2022 | Outcomes Assessment Subcommittee |
| **10** | Align assessment of student learning to accreditation standards | Collect information about SLO assessment from departments and publish it on Outcomes and Assessment website: <https://www.sac.edu/AcademicAffairs/TracDat/Pages/SLO-Written-Tutorials.aspx> |  | June 2022 | Outcomes Assessment Subcommittee |

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| **11** | Create and outline process to support participatory governance in organization, planning, and goal setting | Document templates and/or checklist created and used by PG committees and includes instruction on how to use the Accreditation standards to inform their goal setting. |  |  | IE&A/Planning Taskforce |
| **12** | Organize college and committee plans to make more visible, accessible, and aligned to college goals. | Published document or webpage with links to the various plans. Outlined process that keeps plans and page updated. |  |  | IE&A/Planning Taskforce |
| **13** | Create process to evaluate and update Participatory Governance Handbook | Approval of 2022-2023 Participatory Governance Handbook |  | May 2022 | IE&A/Participatory Governance Handbook Taskforce |
| **14** |  |  |  |  |  |

**Goals** should be:  
- *Specific* (clear and concise),  
- *Measurable* (how would success be measured or assessed?),  
*- Achievable* (challenging, but possible),  
- *Relevant* (goal fits within the (sub) committee or strategic goals of the college),  
- *Time-bound* (attainable within a reasonable time-frame).

**Activities** are products (e.g., workshops, trainings, etc.) designed to help accomplish goals.

**Outcomes** are measurable aspects of the activities (e.g., creation of documents/reports, updating webpages, etc.)

**Strategic Planning Documents**

The College bases its strategic planning on the following institutional and departmental plans:

**Education Master Plan**

[2021-2024\_SAC\_EdMasterPlan.pdf](https://www.sac.edu/committees/IEA/Documents/Plans/Ed%20Master%20Plan/2021-2024_SAC_EdMasterPlan.pdf)

**Facilities Master Plan (Currently being updated)**

[sac-fmp-2014.pdf](https://www.sac.edu/AdminServices/facilities/Documents/sac-fmp-2014.pdf)

**Technology Plan**

[SACTAC Technology Plan and Library Addendum](https://www.sac.edu/committees/IEA/Documents/Plans/Technology%20Plan/SACTAC%20Technology%20Plan%202015-18Library%20Addendum%20(1).pdf)

[Strategic Technology Plan 2021-2024](https://www.sac.edu/committees/IEA/Documents/Plans/Technology%20Plan/2021-RSCCD-Strategic-Technology-Plan.pdf)

**Basic Skills/Student Equity/Student Success and Support Program Integrated Plan**

[2017-2019 Integrated Plan](https://www.sac.edu/committees/StudentSuccess/Documents/2017-2019%20Integrated%20Plan.pdf)

**SEAP Plan**

[Santa Ana College Equity Plan 2019-2022](https://www.sac.edu/committees/StudentSuccess/Documents/Santa%20Ana%20College%20Equity%20Plan%202019-2022%20060619%20v1.0.pdf)

**Program Review**

[Program Review (sac.edu)](https://www.sac.edu/committees/ProgramReview/Pages/default.aspx)