To: Distribution
From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

Santa Ana College Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

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

Members Present: Cecilia Arriaza, Sue Garnett (for Jim Kennedy), Bonnie Jaros, Denise Phillips, John Zarske

I. Approval of Minutes of February 8, 2012—The minutes of February 8, 2012 were approved as written.
II. College-Wide Strategic Plan 2007-2015 Mid-Cycle Planning Retreat S12—Planning for the Mid-Cycle Planning Retreat was completed (See Attachment)
Strategic Plan Mid-Cycle Planning Retreat
Sponsored by
President Erlinda J. Martinez, Ed.D.
and
The Institutional Effectiveness & Assessment Committee
AGENDA
March 2, 2012; 8:00am-1:30pm; U-201A

Slide Show loop of photos

8:00-8:30  Reception and Coffee
8:30-8:45  Welcome from President Martinez
8:45-9:15  Orientation: Program Facilitators
   A. Accreditation/ Program Review and the Future of Institutional Effectiveness
   B. Changes at the College since 2007
9:15-9:30  Instructions for Our Work for Today
9:30-10:00 TASK I: Work in Teams on Planning Alignment Documents
10:00-10:30 Report Out (five minutes per team)
10:30-11:30 TASK II: Work in Teams by Vision Theme
11:30-12:00 Break and Buffet Lunch
12:00-1:00 Report Out and Discussion
1:00-1:15 Wrap Up: Program Facilitators
   A. What did we do today?
   B. Follow-Up Activities
1:15-1:30 Final Word from President Martinez
Task Charts for Table Teams

Task I: Global view/analysis of comprehensive planning alignment
Task II: Utilize guiding questions to evaluate & assess the Strategic Plan (Review strategies from Strategic Plan Update S11; use ACCJC rubrics on planning and I.E. to assess Strategic Plan; use concept of “alignment and elegance” to recommend goals)
Future task: affirm action plans, evaluation measurement and timelines

Documents needed for each table:
Documents have been printed. We thank Sue Garnett and the School of Continuing Education!

BOT Vision and RSCCD Goals 2012-2013
District Strategic Plan
SAC Vision Themes
SAC Core Competencies
List of Plans at SAC
ACCJC Rubrics
Strategic Plan Update S11
**TASK I: Planning Alignment**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>How do these documents align? Please be specific</th>
<th>Preliminary comments for improvement/action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team I</td>
<td>District Vision</td>
<td></td>
<td></td>
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<tr>
<td>Team II</td>
<td>District Goals</td>
<td>SAC Mission</td>
<td></td>
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<tr>
<td>Team III</td>
<td>District Strategic Plan</td>
<td>SAC Vision Themes</td>
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<tr>
<td>Team IV</td>
<td>District Goals</td>
<td>SAC Core Competencies</td>
<td></td>
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<tr>
<td>Team V</td>
<td>SAC Mission</td>
<td>SAC Vision Themes</td>
<td></td>
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<tr>
<td>Team VI</td>
<td>SAC Vision Themes</td>
<td>SAC Core Competencies</td>
<td></td>
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</tbody>
</table>

**TASK II: Strategic Plan Evaluation**

<table>
<thead>
<tr>
<th></th>
<th>What is the status of the Goals/Strategies of this Vision Theme? Should they be eliminated, reframed, or continued?</th>
<th>Preliminary Comments for future goals (do not need to be related to existing goals)</th>
<th>Status of Theme on ACCJC Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team I</td>
<td>Vision Theme I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team II</td>
<td>Vision Theme II</td>
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<td>Team III</td>
<td>Vision Theme III</td>
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<td>Team IV</td>
<td>Vision Theme IV</td>
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<td>Team V</td>
<td>Vision Theme V</td>
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<tr>
<td>Team VI</td>
<td>Vision Theme VI</td>
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</tbody>
</table>

**Guiding Questions for the Strategic Plan Review** (after you re-familiarize yourself with the Vision Theme your team is working with today)

- Are there any goals that have been completed and no longer need to be included in the plan?
- Are there any goals that your group thinks are a lower priority and should be removed from the plan?
- Are there any goals in the plan that are important to continue working on?
- Are there any goals that are missing from your Vision Theme that need to be added?
<table>
<thead>
<tr>
<th>Team I: Vision Theme I—Student Achievement</th>
<th>Team II: Vision Theme II—Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilitator:</strong> Sara Lundquist and Cecilia Arriaza</td>
<td><strong>Facilitator:</strong> John Zarske</td>
</tr>
<tr>
<td>Fernando Antúñez</td>
<td>Esmeralda Abejar</td>
</tr>
<tr>
<td>Micki Bryant</td>
<td>Monica Collins</td>
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<tr>
<td>Gerald Ghelfi</td>
<td>Allen Dooley</td>
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<tr>
<td>Shelly Jaffray</td>
<td>Luisa Laulile</td>
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<tr>
<td>Dorothy Nacita</td>
<td>Eduardo Lopez</td>
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<tr>
<td>Rafael Vargas</td>
<td>Sean Small</td>
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<tr>
<td>Julia Vercelli</td>
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<thead>
<tr>
<th>Team III: Vision Theme III—Innovation</th>
<th>Team IV: Vision Theme IV—Community</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilitator:</strong> Jeff McMillan and Nga Pham</td>
<td><strong>Facilitator:</strong> Jim Kennedy and Denise Phillips</td>
</tr>
<tr>
<td>Tom Andrews</td>
<td>Alejandra Alvarez</td>
</tr>
<tr>
<td>Clara Avila</td>
<td>Judy Arroyo</td>
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<tr>
<td>Glenn Doolittle</td>
<td>Marycruz Gallardo</td>
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<tr>
<td>Christine Kosko</td>
<td>Yolanda Garcia</td>
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<tr>
<td>Sylvia Turner</td>
<td>Brian Sos</td>
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<tr>
<td></td>
<td>Lilia Tanakeyowma</td>
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<tr>
<th>Team V: Vision Theme V—Workforce Development</th>
<th>Team VI: Vision Theme VI—New American Community</th>
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</thead>
<tbody>
<tr>
<td><strong>Facilitator:</strong> Ray Hicks</td>
<td><strong>Facilitator:</strong> Carol Comeau and Sue Garnett</td>
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<tr>
<td>Minh Chau</td>
<td>Jodi Coffman</td>
</tr>
<tr>
<td>Bart Hoffman</td>
<td>Zachary Fish</td>
</tr>
<tr>
<td>Sylvia Gordon</td>
<td>David Gonzalez</td>
</tr>
<tr>
<td>Madeleine Grant</td>
<td>Ron Jones</td>
</tr>
<tr>
<td>Janet Grunbaum</td>
<td>Erlinda Martinez</td>
</tr>
<tr>
<td>Monica Porter</td>
<td>Sarah Salas</td>
</tr>
</tbody>
</table>

**At-large:** Linda Rose and Bonnie Jaros
Annotated AGENDA
March 2, 2012; 8:00am-1:00pm

U-201A (procured by Sara: equipment, tables, centerpieces: large paper clip with student photos, name tags, list of attendees)

Possible budget: “College Fund”? Linda’s budget for reception/coffee (Sara & Linda will investigate)

Slide Show loop of photos as attendees enter and during reception and coffee (Linda will confer with Media Services)

8:00-8:30  Reception and Coffee (Sara & Linda will research sources of funding, catering Sodexo)

8:30-8:45  Welcome and Purpose: President Martinez
   A. History of the SAC 2007-2015 Strategic Plan (Bonnie will create some slides for President Martinez)

8:45-9:15  Orientation: Program Facilitators
   A. Accreditation/Program Review and the Future of Institutional Effectiveness (Linda will address with some slides)
   B. Changes at the college since 2007, e.g., demographics, Technology Plan, Program Review, Facilities Master Plan (Sara will address with some slides)

9:15-9:30  Instructions for Our Work Today (Bonnie will explain teams, roles, resources & props for product)

9:30-10:00 Task I: Work in Teams on Planning Alignment Documents (each table 9 people: 1-2 IE&A facilitators, 1 scribe, 1 time keeper, 1 “reporter”; tables will be given all needed documents and use Chart I) Facilitators: Cecilia Arriaza & Sara Lundquist (Theme I: Student Achievement); John Zarske (Theme II: Use of Technology); Jeff McMillan and Nga Pham (Theme III: Innovation); Jim Kennedy & Denise Phillips (Theme IV: Community);
Ray Hicks (Theme V: Workforce Development); Carol Comeau and Sue Garnett (Theme VI: New American Community) Linda and Bonnie will serve as “floaters” to answer questions at the tables.

10:00-10:30 Report Out (five minutes per team)
10:30-11:30 TASK II: Work in Teams by Vision Theme (Teams will also select two delegates to meet with IE&A members at the end of March to continue “future tasks.”
11:30-12:00 Break and Buffet Lunch (working lunch)
12:00-1:00 Report Out and Discussion
1:00-1:15 Wrap-Up: Program Facilitators
   A. What did we do today?
   B. Follow-Up Activities
1:15-1:30 Final Word from President Martinez

IE&A Discussion 02-29-12:
Who will be at each table?
What technological and other materials will we need? (e.g., flipcharts, easels, laptops, tablets, pens, thumb drives; projector)
Tasks for team facilitators: Select: scribe and someone to report to the group; select two members to join IE&A for follow-up to task II at the end of March. Keep on task within the time frame; make sure minutes are kept and that someone is selected to report out.
Logistics: Sara and Linda create folders, make large-sized documents to post around room, funding source for lunch, copying of documents for table teams
SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Agenda
March 14, 2012; A-105; 2:00-4:00pm

To: Distribution
From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

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

I. Approval of Minutes of February 29, 2012
II. Debrief and Next Steps—College-Wide Strategic Plan 2007-2015 Mid-Cycle Planning Retreat S12
III. Institutional Effectiveness & Program Review Update
V. Enrollment Management
VI. Reports:
   A. Planning and Budget: SAC, BAPR, BAPR WG
   B. Facilities Committee
   C. SACTAC
   D. BSI
VII. Other
Members:
Cecilia Arriaza       Denise Phillips
Carol Comeau         Linda Rose
Paul Foster          John Zarske
Ray Hicks
Bonnie Jaros
James Kennedy
Sara Lundquist
Nga Pham

cc: Dr. Erlinda Martinez
    Dr. Raúl Rodríguez
    Mr. John Didion
    Dr. Jeff McMillan
    Ms. Kennethia Vega
    Ms. Marta Barker
    Ms. Karen Scott
    Ms. Geni Lusk

bnj/03-01-12