



### Minutes

June 2, 2021

2:00 – 3:00pm

Zoom- <https://cccconfer.zoom.us/j/93732271856>

**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:** 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

I. Introductions: Dr. Fernando Ortiz began the meeting at 2:01. Thanked the committee for the work done this Spring 2021 semester.

II. Information:

A. Minutes from May 5, 2021 meeting: Minutes were shared as informational

III. Discussion:

A. Santa Ana College Planning Taskforce Update

i. Justin Tolentino led the discussion on SAC Planning Taskforce and shared the proposed next steps for this taskforce: Finalize objectives, goal setting, ensure SAC plans and goals are aligned with the colleges' goals and vision.

ii. Taskforce will develop a process for committees to report out on their success and areas needing improvement based on their plans expected outcomes. Ideas on places to report out mentioned were scheduling a planning retreat or convocation

iii. Taskforce will develop a committee checklist that will include membership review, rubric/metric use for data review

iv. Justin requested that anyone interested in joining the planning taskforce to reach out to him via email.

B. Participatory Governance Taskforce Update

i. Dr. Fernando Ortiz led the discussion on the Participatory Governance handbook update and requested a final committee review on pending language needing approval regarding IE&A charge.

ii. IE&A agreed on the following committee charge bullet point:

a. *Manages and implements processes for annual review and update of the Participatory Governance Handbook. Engages all reporting committees, College Council, Academic Senate, CSEA 579, and Associated Student Government in the process of evaluating corresponding participatory governance*

*procedures for recommendation to College Council during the spring semester.*

IV. Action Items: No action items

V. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio:

- i. Dr. Janio shared that the SLO merge is close to completion and the Canvas to Nuventive integration is pending contract updates
- ii. SLO talks have been well attended. Looking to see more SAC faculty join in the future.

B. Accreditation – Monica Zarske

- i. Monica Zarske shared that ISER editing is still underway. Document is being looked over by editors, Drs. Ortiz and Lamb regularly.
- ii. Second ISER reading in Academic Senate will be taking place on May 25<sup>th</sup>

C. Program Review – Jaki King

- i. Dr. Estrada presented on behalf of Jaki King. Shared a report summary that focused on Program Review progress. Mentioned training of Student Services managers, Program Review forms, guidance and resources given.
- ii. Shared that Legal Studies was the first department to pilot the updated Program Review process.
- iii. Dr. Estrada mentioned their intention to use the SAC Research department more often next semester to provide deeper training on resources.
- iv. Monica Zarske commented that the Program Review report summary presented was a great ISER evidence piece for future accreditations.

D. Dr. Lamb commented that the Program Review report summary was a great option for IE&A to request from committees to highlight information and communicate out needs for progress.

E. Enrollment Management- Dr. Jeffrey Lamb

- i. Dr. Lamb reported out and shared the Enrollment Management Plan draft.
- ii. The Enrollment Management Plan listed it's goals, roles, action plan template, SOAA essential practice and marketing plans.
- iii. Dr. Lamb will be bringing the Enrollment Management Plan back to IE&A in Fall 2021 for committee approval of full document.

Dr. Ortiz and Justin Tolentino thanked everyone for their committee work this Spring. Next meeting will be September 1, 2021. Location is still TBD

Meeting adjourned: 2:52 pm

VI. Upcoming 2020-2021 Meetings – All meetings are the first Wednesday of the month from **2:00-3:00pm** unless otherwise noted – Location- Zoom until further notice

October 6, 2021  
November 3, 2021  
December 1, 2021

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

DRAFT