



SANTA ANA COLLEGE

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

Minutes

April 14, 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

Virtually Present: Ashly Bootman, Cristina Miranda, Dr. Fernando Ortiz, Dr. Jarek Janio, Dr. Jeffrey Lamb, Dr. Saeid Eidgahy, Dr. Vaniethia Hubbard, Jaki King, Justin Tolentino, Kim Smith, Mary Steckler, Mike Everett, Monica Bustamante Macmillen, Monica Zarske, Stephanie Clark, Suzanne Freeman, Timothy Winchell, Tyler Johnson

- I. Introductions: 3:00 p.m. Dr. Ortiz began with welcoming the committee. No new guests joining.
- II. Information:
 - A. Minutes from March 3, 2021 meeting- Dr. Ortiz shared the informational meetings on the zoom screen – No questions or edits requested.
- III. Discussion:
 - A. Santa Ana College Planning Taskforce Update – Justin Tolentino began the discussion items with an update of the work being done in the Santa Ana College Planning Taskforce. Justin shared that a Teams site has been created to organize and understand the details of all plans, who is to follow them, the items that are highlighted in each plan, and who the intended audience is for each.
 - i. Next steps are to request input from IEA committee as to what will be our role to uncover gaps in plans or become a source for plan guidelines, ensure plans are actionable and engage with plan decision makers. Justin opened the floor for discussion.
 - ii. Dr. Jarek Janio noted that the majority of plans make little to no mention of teaching and learning.
 - iii. Dr. Lamb commented that the Ed Master Plan is the main source to share where the college is going- Future plans to create and incorporate should be Professional Development, Marketing and Outcomes Assessment Plan.
 - iv. Look at Dr. Jarek’s road maps to integrate teaching and learning aspects to future plans.
 - v. Dr. Lamb commented that IEA committee can serve as facilitators for plan process, research, planning expectations.

- vi. Should there be a forum to at the end of each year for plan presentation?
- vii. Possible end of year summit to get data on progress?
- viii. Monica Zarske suggested plan presentations during Convocation to highlight plan success.
- ix. Dr. Lamb recommended a development of a process on plan expectations to provide plan writers clear structure and to allow IEA committee to provide feedback to show plan is moving in right direction.
- x. Dr. Saeid Eidgahy suggested developing a simplified graphic as a guidance tool to show what steps are needed for plan creation.
- xi. Dr. Vaniethia Hubbard commented that these plans must also be beneficial to students, having them make sense to the student population.

B. Participatory Governance Taskforce Update - Dr. Ortiz shared an update of the work being done in the Participatory Governance Taskforce. He shared that the following timeline step is for the handbook to be reviewed by College Council on April 28th as the remaining items for editing rely on College Council approvals. Next step is to share a working draft to the IEA committee in May.

IV. Action Items:

V. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio shared an update on Outcomes Assessment. Shared that there is movement of SLO statements from Canvas to Nuventive. Assessment Plans will be presented to the OA committee. ITS to review the request made for data integration.

B. Accreditation – Monica Zarske shared an update on Accreditation. Editors are continuing to look at ISER drafts. Looking specifically for context and content. Timeline is to present ISER to the Board in June. There is work being done alongside SCC. Looking to intentionally continue the document/work structure throughout the years for future accreditations and continuing to infuse evidence is all current plans. Working with accreditation trainer to help drafts stick to the facts and keep reports 100 pages or less.

C. Program Review – Jaki King shared an update on Program Review. Shared that planning is to be fully integrated by end of Spring semester. They are piloting a rubric to provide those that are going through the four-year review process to provide resources and feedback. Jaki requested assistance on what process to take if programs do not complete their four-year review. Drs. Hubbard and Lamb suggested to communicate this to the department Dean and VPs and to also communicate the value in completing a review. Dr. Lamb also recommended to mention potential inability to access RARs or Equity funds if reviews are not completed. Kim Smith mentioned the qualitative data programs receive along with research data when program is reviewed. Monica Zarske mentioned that upon program review, you are able to discover aspects of your program you were not aware of by making data connections.

D. Enrollment Management- Dr. Jeffrey Lamb shared an Enrollment Management update – Shared PowerPoint titled *SAC Enrollment by the Numbers - Enrollment Management Next Step*. The presentation provides enrollment by the numbers, duplicated head counts by divisions, section counts, FTES by division and the Goals and Action Steps for the Enrollment Management Plan. (Presentation [loaded here](#))

- 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
- VII. Minutes, agendas and attachments can be found at our IEA Committee webpage: [Here](#)

3:00 p.m. Meeting adjourned by Dr. Ortiz

May 5, 2021
June 2, 2021
September 1, 2021

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