



SANTA ANA COLLEGE

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

Minutes

February 10, 2021

2:00 – 3:00pm

Zoom- <https://cccconfer.zoom.us/j/97210888153>

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, Dr. Fernando Ortiz, Dr. Jarek Janio, Dr. Jeffrey Lamb, Dr. Saeid Eidgahy, Dr. Timothy Winchell, Jaki King, Janice Love, Justin Tolentino, Kim Smith, Mary Steckler, Monica Bustamante Macmillen, Monica Zarske, Stephanie Clark, Tyler Johnson, Cristina Miranda

- I. Introductions: Dr. Ortiz began the meeting at 2:05 and welcomed the committee back
- II. Information:
 - A. Minutes from December 2, 2020 meeting- Meeting minutes were shared as informational
- III. Discussion:
 - A. Participatory Governance Handbook Review- Dr. Fernando Ortiz began his presentation of the Participatory Governance (PG) Handbook Draft and discussed that this document is currently in the process of being edited and reviewed by the PG Handbook taskforce. He requested any recommendations or items that committee feels should be in the handbook and currently isn't to be sent to his office for further editing:
 - i. Recommendations discussed were the addition of the 10+1 details in regards to purview and how the Board is involved with issues of Academic Senate and program development/program review
 - ii. Inserting a grid of when committee meetings take place
 - B. Educational Master Plan Review
 - i. Janice Love gave a detailed overview of the Educational Master Plan draft. Shared that this has been an ongoing project dating back to 2017. The final version will have a professional presentation and images.
 - ii. Janice requested that any changes/edits be sent to her and any major changes will be vetted through Dr. Flores and College Council. Also gave a disclaimer that Mission, Vision and Cornerstones cannot be edited at the moment.
 - C. Santa Ana College Planning Taskforce

- i. Justin Tolentino shared that the purpose of this Planning Taskforce is to get an overall understanding of how all the current plans at Santa Ana College are connected and how they tie in with committees specifically. Goal is to explore, learn and understand the planning and decision-making process to better understand what all the plans do and how they work together.
 1. Determine what the plans are and how plans are connected.
 2. Identify the key figures and who are responsible for the plans
 3. Determine who refers to the plans. How are plans being integrated in their respective committees to complete the work they are charged to do.
- ii. Justin opened the floor for volunteers: Monica Zarske and Ashly Bootman volunteered. Jaki King and Kim Smith mentioned they would reach out to their divisions for volunteers.

IV. Action Items:

V. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio

- i. Dr. Jarek Janio provided a report on Outcomes Assessment – SLO assessments to be done in Canvas
- ii. Canvas and Nuventive integration work is ongoing
- iii. Outcomes Assessment Committee is finalizing ILO's which will be sent to Academic Senate
- iv. Will be sharing SLO Symposium recordings for committee view.

B. Accreditation – Monica Zarske

- i. Monica Zarske provided a report on Accreditation – There is preliminary review of standards in the works. Editors are receiving files and reviewing.
- ii. Plan is for ISER to go to the Board of Trustees in June (2021)
- iii. Mentioned QFE as part of the Accreditation process being opportunity for the institution to be innovative, propose new ideas and/or processes. QFE serves as an evaluation of ourselves.
- iv. Plan is to send current QFE draft to this committee for review and requesting feedback by February 19th.

C. Program Review – Jaki King

- i. Jaki King provided a report on Program Review –
- ii. There is a rubric being developed for Program Review presentations
- iii. Jaki King mentioned the need for more members. Reach out to Jaki via email if interested.

D. Enrollment Management- Dr. Jeffrey Lamb

- i. Dr. Jeffrey Lamb provided a report on Enrollment Management. Briefly shared the status of Public Affairs marketing proposal and their marketing efforts to reach the community

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

Meeting Adjourned at 3:05 p.m.

March 3, 2021

April 14, 2021 (Second Wednesday - Spring Break)

May 5, 2021

June 2, 2021

September 1, 2021

October 6, 2021

November 3, 2021

December 1, 2021