

Participatory Governance (Sub)Committee
 Goal setting and Assessment
 Santa Ana College
 2022-2023

Committee/Subcommittee: **Technology Advisory Committee**

Reporting Committee: **College Council**

In accordance with our Participatory Governance Handbook:

At the start of each academic year, participatory governance (sub)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. Goals should be assessed and outcomes presented to the respective reporting committee at the end of each academic year. Reporting committees will provide an outcome summary to College Council at the end of the Spring semester.

| | Goal | Activities | Measurable Outcome and Method of Assessment | Link to Committee, College Strategic Goal, or other College Plan Goal | Completion Date | Outcome (to be completed at end of Spring semester) |
|----|---|---|--|---|---|---|
| Ex | Marketing; Improve communication to campus community regarding college center services | - Create and distribute weekly e-blast to students and faculty - Update webpage - Develop marketing plan | - Number of hits/clicks on webpage - Change in number of students served - Increase in student satisfaction with center services | Student Equity Plan 2019-2022; Increase student retention | Spring 2022 | |
| 1. | Review and recommend funding proposals to support technology needs identified in the Technology Plan. | - Refer Technology Refresh Plan - Review technology-related positions for hiring - Review college-wide application software - Recommend department specific technology needs | - Number of related agenda items - Number of recommendations | Integrated Technology Plan: Standardization Goal #1 | November 2022 Spring 2023 | |
| 2. | Research, develop, and deploy accessibility guidance and resources for campus stakeholders. | - Aggregate best practice guidance for authoring documents, web content, multimedia, selection and use of instructional | - Re-formation of Accessibility Workgroup; - Launch of accessibility-focused portion of campus website; | Integrated Technology Plan: Support Goal #6 | November 2022 Spring 2023 Spring 2023 | |

| | | | | | | |
|----|---|--|---|---|--|--|
| | | <p>software and web apps, and hosting technology-mediated events.</p> <p>- Facilitate campus access to and use of systemwide accessibility training activities/resources.</p> <p>- Recommend the acquisition and deployment of tools that facilitate the authoring of accessible content and identification/remediation of inaccessible content.</p> | - Number of topics addressed on accessibility website. | | | |
| 3. | Partner with campus departments and stakeholder groups to assess the technology support and training needs of SAC students. | <p>- Distance Ed faculty and student survey</p> <p>- Create technology-related survey for students, faculty, and staff</p> <p>- Collaborating with resource department for Student Satisfaction survey</p> | <p>- Results of DE faculty and student survey</p> <p>- Results of SACTAC survey</p> <p>- Results of Student Satisfaction Survey</p> | Integrated Technology Plan: Support Goal #1 | <p>Spring 2023</p> <p>Spring 2023</p> <p>Fall 2024</p> | |
| 4. | Update SAC's Integrated Technology Plan. | <p>- Review the plan and make updates based off recommendations</p> <p>- Align plan to the SAC Education Master Plan</p> <p>- Align to District Strategic Technology Plan</p> <p>- Align with Enrollment Management Plan</p> | <p>- Completion of yearly SAC Integrated Technology Plan</p> <p>- Presentation of plan College Council</p> <p>- Distribution of plan on SAC website</p> | Ed. Master Plan pg. 34 | Spring 2023 | |

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](#)
- Facilities Master Plan (Currently being updated): [sac-fmp-2014.pdf](#)
- Technology Plan: [Integrated Technology Plan 22-25 \(SAC\) ; Strategic Technology Plan 2021-2024](#)
- Basic Skills/Student Equity/Student Success and Support Program Integrated Plan: [2017-2019 Integrated Plan](#)
- SEAP Plan (Currently being updated): [Santa Ana College Equity Plan 2019-2022](#)
- Program Review: [Program Review \(sac.edu\)](#)