

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	Achieved: Five agenda items and three recommendations.
2.	Research, develop, and deploy accessibility guidance and resources for campus stakeholders.	- Aggregate best practice guidance for authoring documents, web content, multimedia, selection and	- Re-formation of Accessibility Workgroup; - Launch of accessibility-focused portion of	Integrated Technology Plan: Support Goal #6	November 2022 Spring 2023	Partial: Some content created for accessibility website. Referred to district Technology

		<p>use of instructional software and web apps, and hosting technology-mediated events.</p> <ul style="list-style-type: none"> <li>- Facilitate campus access to and use of systemwide accessibility training activities/resources.</li> <li>- Recommend the acquisition and deployment of tools that facilitate the authoring of accessible content and identification/remediation of inaccessible content.</li> </ul>	<p>campus website;</p> <ul style="list-style-type: none"> <li>- Number of topics addressed on accessibility website.</li> </ul>			Advisory Group for district-wide workgroup and website.
3.	Partner with campus departments and stakeholder groups to assess the technology support and training needs of SAC students.	<ul style="list-style-type: none"> <li>- Distance Ed faculty and student survey</li> <li>- Create technology-related survey for students, faculty, and staff</li> <li>- Collaborating with Research department for Student Satisfaction survey</li> </ul>	<ul style="list-style-type: none"> <li>- Results of DE faculty and student survey</li> <li>- Results of SACTAC survey</li> <li>- Results of Student Satisfaction Survey</li> </ul>	Integrated Technology Plan: Support Goal #1	Spring 2023 Fall 2023	Not achieved: Surveys are planned for Fall 2023. SACTAC will utilize the EDUCAUSE technology survey.
4.	Update SAC's Integrated Technology Plan.	<ul style="list-style-type: none"> <li>- Review the plan and make updates based off recommendations</li> <li>- Align plan to the SAC Education Master Plan</li> <li>- Align to District Strategic Technology Plan</li> <li>- Align with Enrollment Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Completion of yearly SAC Integrated Technology Plan</li> <li>- Presentation of plan College Council</li> <li>- Distribution of plan on SAC website</li> </ul>	Ed. Master Plan pg. 34	Spring 2023	Achieved: Revisions adopted at May meeting.

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 \(sac.edu\)](#)