



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Minutes

AI Summary

February 23, 2026

2:00 – 3:00pm

Voting Members: **Claire Coyne** (co-chair), **Saeid Eidgahy**, **Mike Everett**, Jannely Garcia (student representative), Tiffany Heremans, Vaniethia Hubbard, Annie Knight, **Megan Lange**, **Andrew Manson**, **Daniel Martinez** (co-chair), **Dawn McKenna**, **Sarah Salas**, **Sean Small**, **Kim Smith**, **Robert Stucken**, **Mark Turner**

Vacant: Business, Counseling, Fine & Performing Arts, Humanities, Kinesiology, Sciences, Technology

Ex-officio Members (Non-Voting): **Claire Coyne**, **Jeff Lamb**, **Daniel Martinez**, Matthew Morin, **Kim Smith**

Guest: **Annebelle Nery**

Bold = present

Key Discussion Points

1. Governance Handbook Updates

Dr. Nery shared that the current participatory governance handbook is significantly outdated and difficult to navigate. She is preparing a clean, updated version with strikeouts and placeholders. Updates will focus on removing obsolete content, correcting committee structures, and adding new or merged groups (e.g., Enrollment Management, SEAP/Guided Pathways). No new concepts will be introduced—only updates to reflect current practice. A draft will be brought to IE&A this semester for review and approval.

2. Committee Role & Vision

Dr. Nery outlined a long-term vision for IE&A as a process-driven oversight body responsible for reviewing all planning-related items. The committee’s work should eventually become “mechanical,” with consistent annual and multi-year review cycles. IE&A will evaluate planning timelines, institutional plans, and process effectiveness, and make recommendations to College Council.

3. Shared Governance Practices

Concerns were raised about “rubber-stamp” voting at College Council, where items appear pre-decided before constituent groups have discussed them. Dr. Nery emphasized that members must vote based on constituent feedback, not personal preference. IE&A may need to identify when groups are not receiving or discussing items and ensure managers agendaize items at the department level when necessary.

4. Annual & Long-Term Planning Cycles

The committee reviewed examples of annual planning calendars and long-term plan cycles. IE&A will be responsible for:

- Reviewing the annual timeline (program review, prioritization, budget cycles).

- Reviewing the long-term planning calendar (e.g., Comprehensive Ed Plan, Technology Plan, Enrollment Management Plan, Facilities Master Plan).
- Identifying misalignments (e.g., Senate vs. manager program review timelines).
- Recommending adjustments to avoid overloading committees or overlapping plan revisions.

5. Examples of Plan Evaluation

Dr. Nery shared examples from prior institutions to illustrate how IE&A might evaluate plans:

- **Enrollment Management Plan:** Too many goals and strategies; need for measurable, consolidated items.
- **Professional Development:** Gaps in PD opportunities for classified staff and leadership; need for a consolidated request process.
- **Facilities Master Plan:** Evaluation of progress toward campus expansion goals; ensuring evaluations inform new plan cycles.
- **Staffing Plan Gap:** Need for a district staffing plan to support new facilities and avoid operational strain.

These examples demonstrated how IE&A can identify gaps, recommend improvements, and ensure plans are evaluated systematically.

6. Spring & Fall Work Plan

Spring 2026:

- Review and approve updated governance handbook.
- Review draft College Council orientation training prepared by PIO.
- Begin preparation for plan evaluations (with research support for content analysis).

Fall 2026:

- Review feedback from governance orientation.
- Review annual and long-term planning calendars.
- Identify which institutional plans require evaluation and begin the review cycle.

7. Program Review & Prioritization Responsibilities

In spring cycles, IE&A will verify which departments completed program review and notify administrators of missing submissions. The committee will evaluate the program review process, prioritization processes (faculty, staff, equipment), and alignment of resource allocation with prioritization outcomes.

8. Training Needs

Members expressed interest in training on institutional effectiveness, governance chair skills (e.g., Robert's Rules, agenda management), and administrative support for committees. Dr. Nery agreed to incorporate these into the governance orientation and future training cycles.

Next Steps

- **Dr. Nery & Christine** will finalize the updated handbook draft with placeholders and bring it to IE&A for review.
- **PIO** will prepare a draft governance orientation module for committee feedback.
- **IE&A** will review the handbook, orientation materials, and upcoming planning timelines during spring and fall meetings.
- **Research Office** will prepare content analyses for plans scheduled for evaluation.
- **Chairs** will deliver governance training to College Council at the first fall meeting.

- **Spring 2027:** IE&A will verify program review completion, evaluate planning and prioritization processes, and prepare recommendations for College Council.