



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Minutes

AI Summary

February 4, 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: **Parisa Samaie**

Bold = present

Key Discussion Points

1. Quorum and Agenda Adjustments

- The meeting **did not meet quorum**, so no action could be taken.
- Members used the time for collaborative review and discussion rather than decision-making.
- The group reaffirmed that all members listed in the charter should be **voting members** to simplify quorum calculations.

2. Review of Committee Charge

- Dr. Martinez and Claire displayed updated draft language for the IE&A **committee charge**.
- The group confirmed that the most recent version had been sent to College Council for a **first read in December**.
- Members compared versions, removed outdated language (e.g., enrollment management references), and clarified wording.
- A key discussion centered on the phrase “**coordinates the creation**” of plans—clarifying that IE&A coordinates planning processes but does not create institutional plans itself.

3. Committee Purpose & Role Clarification

- Members revisited the purpose statement to ensure it reflects the committee’s focus on:
 - **Reviewing college planning efforts.**
 - **Providing feedback** to governance committees.
 - **Ensuring alignment** with institutional priorities and the Comprehensive Educational Plan (CEP).
- The committee agreed that IE&A is not a “doing” body—it is a **review, coordination, and alignment committee**.
- Dr. Lamb emphasized that IE&A must help campus groups connect their work to the CEP and create traceable accreditation evidence.

4. Review of Documents and Track-Changes Versions

- Multiple versions of the revised charter were reviewed, including:
 - A marked-up PDF
 - A Word version with tracked changes
 - A version stored in Teams
- Members walked through how to display clean vs. tracked versions to better understand what had been modified.
- The committee clarified which version had been shared with Senate and College Council.

5. Program Review as a Model for Alignment

- Kim presented an example of how the **Program Review Committee** operationalized alignment with the CEP:
 - A working template was created to map committee work to CEP goals.
 - Program Review identified specific actions and planned reports for IE&A.
- Members discussed this as a **model** for other committees, demonstrating how IE&A could collect consistent reporting and track institutional progress.
- Dr. Lamb noted that accreditation favors clear documentation pathways showing how items move between committees.

6. Planning Timeline Considerations

- The group discussed the realities of planning across an academic year:
 - Goal setting often takes too long if delayed until fall.
 - A more structured cycle may be needed (reflecting in spring → goal setting before fall → implementation in fall).
- Members reflected on the challenge of accomplishing work with **once-per-month meetings** and the need for between-meeting activity (e.g., workgroups, document collaboration).

7. Upcoming Approvals & Senate/Council Processes

- The updated IE&A charge is scheduled for:
 - Academic Senate review (1st and 2nd read).
 - College Council 2nd read (planned for late February).
- Claire will present the materials to Senate; feedback will be incorporated before Council's final approval.

8. Student Representation

- The committee has been unable to secure a **student representative**.
- Members agreed to continue outreach to ASG to ensure proper student participation.

9. Scheduling and Upcoming Meetings

- Members discussed finding a separate meeting time before March 4 to hear from the president (who was absent).
- The committee agreed to **keep the regularly scheduled meetings** (March, April, May), while attempting to add a short additional session when possible.
- The workload and short number of spring meetings were noted as challenges.

Next Steps

- Dr. Martinez will coordinate with administration to **reschedule the president's presentation.**
- Claire will take the updated charter to **Academic Senate.**
- Members will continue reviewing the draft charge and membership language collaboratively in Teams.
- The committee will reconvene on **March 4** for further refinement and prepare for approvals.