



Santa Ana College  
Institutional Effectiveness and Assessment Committee  
Meeting Minutes  
October 24, 2007

**Members Present:** Norm Fujimoto, Ray Hicks, Thom Hill, Bonnie Jaros, Jeff McMillan, Maria Sugrañes, Sharon Whelan

Bonnie Jaros began the meeting at 2 p.m. and informed the committee that Sara Lundquist will bring documents to the next meeting, including the grid on Gen Ed SLOs, which will be approved by the Teaching Learning Committee.

**I. Educational Master Plan (EMP) Work**

Item 1 – Title Page: Maria Sugrañes will follow up on creating a title page.

Item 2 – Preface: Bonnie Jaros will work on a Preface.

Item 3 – Table of Contents.

Item 4 – Mission Statement: The Mission Statement is going to the BOT, and when approved, will be printed on the all agendas and minutes; the catalog and the schedule.

Item 5 – Background of SAC: Bonnie will meet with Nikita regarding the background of SAC, including history, faculty, students, staff, community, general programs, Academic Support Services, Technology, and Facilities. This section could contain the demographic information.

Item 6 – Strategic Plan: Bonnie Jaros will insert the Strategic Plan, Planning Calendar and Responsibilities Chart. The Strategic Plan has not been formally approved but will be brought forward to the next College Council meeting.

Item 7 – General Education SLOs: Page 31 of the catalog will need to be incorporated into this section. Terri Negrete will provide the clerical support. Maria Sugrañes will look for a master document in electronic format.

Item 8 – Process for Program Review Cycle: There was discussion regarding the title of this section to make it clear that this is not a program elimination exercise. Program Review is the term accreditation uses and this term must be used. It was agreed upon that the title will be “Portfolio Assessment / Annual Program Review.”

Item 9, 10, 11: Bonnie Jaros will request a purpose statement for these items. There was discussion about the format of the document, and it was stated that the document should be in electronic and paper format; the whole self study needs to be on CD.

Item 14 – Appendix: Bonnie Jaros will contact Julie Slark to discuss what should go in this section.

## II. Program Review

Department Portfolios need to be robust; Maria and Bonnie will select some examples and will bring these to the TLC for review. Faculty development will also be a scheduled . Portfolios need to include data and information about growth of areas and student success and retention. Deans will review portfolios annually and the IE&A committee will review a certain number each year. The IE&A Committee would determine and list departments to be reviewed and establish a rotation for each department to be reviewed on a quadrennial cycle to alternate with the C&I quadrennial cycle. These would be internal reviews with the IE&A Committee reading the documents and providing feedback to the departments. The departments need to state their goals in their Program Review. The portfolios are a “living document” changing as necessary.

Bonnie Jaros suggested a document in template form be developed for Program Review. This would assist departments with the completion of their individual Program Reviews and would standardize the format. Departments that required outside accreditation must be considered, and the process must be kept simple. Norm Fujimoto will check to see if he can get a sample of a check-off sheet. A template will be developed at the next IE&A meeting.

The question was raised whether or not there should be Division Portfolios. It was discussed Division Portfolios do make good sense; however, in some areas a Division Portfolio would be difficult. There should be established goals for the President’s Cabinet. Bonnie will discuss this with president Martinez next week. It was noted that Student Services will be working on their own Program Review process. The list of areas discussed that require portfolios are: the President’s Cabinet, Academic Departments (credit), Student Services, Administrative Services, and The School of Continuing Education.

Maria Sugrañes suggested the format for storage of the portfolios should be in a database for easy access.

Norm Fujimoto stressed a pilot plan needs to be in place this spring.

### III. Planning Calendar

The Committee reviewed the Planning Calendar and changes/additions were suggested. It was determined that specific dates need to be included instead of just an entry in a specific month. Terri Negrete will update the document and forward it to Bonnie Jaros.

The meeting was adjourned at 3:30 p.m.