



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**September 13, 2013**

**To:** Distribution

**From:** Linda Rose, Ed.D. and Bonnie Jaros, Ph.D., Co-Chairs, Institutional Effectiveness and Assessment Committee

**RSCCD Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

**Santa Ana College Mission:** The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

**Santa Ana College Vision Themes:** I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Members Present:** Cher Carrera, Bonnie Jaros, Jim Kennedy, Nga Pham, Denise Phillips, Linda Rose, John Zarske

**Guests:** Lithia Williams

- I. Approval of Minutes August 30, 2013**—The minutes of August 30, 2013 were approved as written.
- II. Institutional Effectiveness Tasks:**
  - A. Accreditation Update**
    - 1. September 6, 2013 meeting of Standards Co-chairs**—Linda reported the following: The goal of the meeting was to advise the team chairs as to how to prepare the draft of the Self Evaluation Report. The *ACCJC Manual for Institutional Self Evaluation* was distributed so the chairs could review the evidence required for each standard and the format for report preparation. The first draft is due September 20, 2013.
    - 2. Data**—**a.** The “2014 Accreditation Self Evaluation Data Elements” document was reviewed. After input from the Director of Institutional Research, Nga Pham, it was determined that only fall-to-fall data sets would be of import for the Report. For now, Nga will provide the data needed for Successful Course Completion Rate; Fall to Fall Persistence; Number of Degrees Awarded; Number of Certificates Awarded; and

Transfer Rates. These baselines will be used to formulate the standards of excellence for the college and reasonable rates for improvement. Linda will send these data elements to the IE&A Committee members for review. At the October 11<sup>th</sup> meeting, a discussion will be held so that a recommendation may be made to College Council. Consideration will be given as to how these improvement rates tie into the College Mission and integrated planning model. **b.** The committee determined that a survey will be needed to gather the data that can't be obtained otherwise to answer the standards in a comprehensive manner. Linda will request that the standards co-chairs submit questions to Linda and Bonnie by September 27<sup>th</sup>. The co-chairs should also discuss with their teams which data they might need from the Institutional Research Office to fully respond to the standards. **c.** There are several reports on the Institutional Research page. Please go to [rsccd.edu](http://rsccd.edu) to Departments (Drop down-- Research) to Reports Directory and SAC Program Review for different data sets.

3. **Update from ACCJC**—**a.** Bonnie attended an External Evaluation Training meeting of ACCJC and reported that the following is carefully scrutinized by the teams: SAOs (Student Achievement Outcomes); student right to know/ clarity for students and the public; distinction between DE and face-to-face success rates; functions mapping in multi-college districts; SLOs on course syllabi; student complaint policy; job placement data; professional development; diversity issues. Also, the two-year rule is being strictly enforced. **b.** It is helpful to present visual charts in the Self Evaluation Report. Bonnie has requested the Planning and Budget Committee create a planning-budget model chart; Cher and Bonnie will discuss a program review chart/panning integration chart.
4. There will be a Board of Trustees Accreditation Update Report from the ALOs of the colleges on September 23, 2013.

**B. Strategic Plan Update**—Linda and Sara are working on the update for IE&A review.

**C. Setting College Standards for Student Achievement**—Please see II.A.2.a

**D. Feedback for POE: RSCCD Comprehensive Master Plan;**

**Functions/Mapping of Responsibilities**—There will be a District Council meeting on September 16<sup>th</sup>. Input from the colleges will be discussed at that meeting.

**III. Other**—1. The new [sac.edu](http://sac.edu) website will be available by September 20<sup>th</sup>.

#### **IV. Future Agenda**

**A. Master Calendar of Planning Activities**

**B. Review of Responses to Recommendations: Drafts Submitted from Standards Committees**

**C. Review of Planning Agenda in Midterm Report of 2011**

**D. SAC Participatory Governance Handbook**

**The next meeting of the IE&A Committee will be held October 11, 2013 from 9:00-11:00 am in A-105.**



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Agenda**

**October 11, 2013**  
**9:00-11:00am; A-105**

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  - A. Accreditation Update**
  - B. Strategic Plan Update**
  - C. College Standards for Student Achievement Recommendations: for College Council**
- III. Other**
- IV. Future Agenda**
  - A. Master Calendar of Planning Activities**
  - B. Review of Responses to Recommendations: Drafts Submitted from Standards Committees**
  - C. Review of Planning Agenda in Midterm Report of 2011**
  - D. SAC Participatory Governance Handbook**

**Members:**

Cher Carrera, Ed.D.  
Michael T. Collins, Ed.D.  
Sue Garnett (alternate SCE)  
Raymond Hicks  
Bonita Jaros, Ph.D.  
James Kennedy  
Sara Lundquist, Ph.D.  
Nga Pham  
Denise Phillips  
Linda Rose, Ed.D.  
John Zarske  
Jonathan DeLaMora

**cc:** Erlinda J. Martinez, Ed.D.  
Raúl Rodríguez, Ph.D.  
John Didion  
Elliott Jones, D.M.A.  
Kennethia Vega  
Marta Barker  
Karen Scott  
Geni Lusk  
Jorge Sandoval

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