



USE THIS AS PROTOTYPE

SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
End-of-Year Report
May 26, 2009

To: College Council, Academic Senate, FARSCCD, Budget Committee, Facilities Committee, SACTAC, Safety & Security Committee, Student Success Committee, District Budget and Planning Review Committee (BAPR)

From: Bonnie Jaros, Chair Institutional Effectiveness and Assessment Committee, Santa Ana College

Dear Colleagues,

The IE&A Committee has been formed as the planning oversight committee of Santa Ana College with the concept that all planning efforts of the college will be integrated and that planning and budget will be aligned (See Appendix A and Appendix B). As such, it is the gatekeeper of the mission statement, the *Strategic Plan* and all updates, Program Review (Academic Portfolio Assessment/Program Review—PA/PR, Student Services Program Review, Administrative Services Program Review, President's Cabinet Portfolio), and the annual Department Planning Portfolio (DPP).

This year IE&A has led the charge to update the *Strategic Plan S09* (See InsideSAC.net/Institutional Effectiveness & Assessment Committee/College Plans/Strategic Plan 2008-2009), which is based on the *Vision Themes* developed in the college-wide planning Retreat of April 13, 2007 (see Appendix C); it has reviewed and made recommendations to the Accreditation Workgroup regarding the *Accreditation Follow-Up Report* due October 15, 2009; it has reviewed the program review documents sent from the Teaching Learning Committee for Academic PA/PR, Student Services, Administrative Services and President's Cabinet and created recommendations for the *Strategic Plan*; it has overseen the work of the Environmental Workgroup (see Appendix D); and it has aggregated all updated planning documents, including the budget plans, *Facilities Plan*, the *Technology Plan*, the *Department Planning Portfolios*, into the *Educational Master Plan* update.

As the planning oversight committee, IE&A is dedicated to informing all participatory governance groups of recommendations borne of the Academic *Department Planning Portfolios PA/PR* and the Student Services, Administrative Services and President's Cabinet Portfolios program review. Noteworthy is that all recommendations are aligned with the themes of the *Strategic Plan*. This information may help clarify or amplify

information received from the President's Cabinet, College Council, the annual Department Planning Portfolios, BAPR and other sources. It is understood that budget prioritization, for example, is very complex.

The following are the recommendations of the IE&A Committee as a result of the Academic PA/PR reports, Student Services Portfolio analysis (complete program review is conducted triennially and will be conducted again spring 2011), Administrative Services Program Review and President's Cabinet Portfolio analysis. Please keep in mind that the program reviews were extensive, and details may be found at InsideSAC.net by looking at the *department index* followed by *program review*. Only those items that require referral are listed. For example, the student services portfolio and the administrative services portfolio are very detailed and complete; however, many items will be handled internally.

The IE&A Committee respectfully recommends that this information be used in the context of the planning and prioritization processes of your respective participatory governance groups in addition to the other information utilized. Each governance committee is requested to review the *Strategic Plan Update Spring 2010*, as well as the *Planning & Budget Processes* chart (see Appendix B), and the recommendations of the IE&A Committee in these contexts, at the first meeting of fall 2010. A response to the chair of IE&A is then requested by the end of September.

President's Cabinet Portfolio Assessment:

College Council 1. Improve college-wide communication across constituency groups; 2. Review and restructure as appropriate participatory governance model

Budget/Facilities 1. Meet or exceed FTES production across credit and non-credit instruction; 2. Unify sources of funding to create facilities plan/working document; 3. Improve partnership funding

IE&A 1. Improve functional alignment between planning and budgeting

Division/Departments 1. Support and expand collaborative work with partner agencies throughout greater SA area to develop joint training projects

SAC Foundation 1. Expand fundraising capacity

Student Services 1. Build current community and school relations to create expanded "good neighbor" benefits for residents adjacent to college

Academic Portfolio Assessment/Program Review:

Thematic issues and strategies emerged which are in alignment with the *Vision Themes* of the *Strategic Plan*. They include:

Facilities

1. **General facilities enhancement:** More mediated classrooms, building of an Arts Complex, expansion of Exercise Science Facilities, expansion of SCE High School Subjects facilities, more classroom space, more appropriate classroom space for programs with special needs (e.g., music) (Theme ID, IIB, IIIA) (This is

obviously not possible in this fiscal climate; however, it is on the list of needs.) 2. Increase Computer labs; (Theme IIA, IIB, IIC); 3. Need for off-campus site availability for Citizenship training (Theme IA, VIA); 4. Combine Learning Centers (Theme IA, ID, IIIB, IIIC, VID); 5. Need for Study Centers—Science Study Center, Political Science Resource Center (Theme ID, IIB, IIIA)

Faculty and Staff

Budget

1. Full-time faculty hiring for replacement of retired faculty (Faculty Priorities Committee) (This is obviously not possible in this fiscal climate; however, it is on the list of needs.) **Note: Several of the issues for other participatory governance groups have budget implications.**

SACTAC

1. Increase use of Blackboard (Theme IIA, IIB, IIC); 2. Need for hardware and software updating (Theme IIA, IIB, IIC); 3. Faculty development training for use of technology and the online delivery mode (Theme IIB, IIC); Aggregate media resources (Theme VID)

Student Success

1. Need for infusion of reading-writing throughout the curriculum (Theme IA, IC); 2. Continue to seek grants, other funding sources and cooperative projects with high schools and four-year institutions as well as the community (Theme IIC, VA); 3. Dedicated counselor to OTA program (Theme IC); 3. Help students become active members of the community and actively engaged in civic activities (Theme VIA); 4. Need for out-of-class tutors for SCE (Theme IA, IC)

Academic Senate; TLC (Faculty Development); BSI; Curriculum Committees

1. Professional development activities for discipline-specific activities as well as basic skills and technology, including professional seminars and workshops (Theme I.A, I.D, II.B, II.C, III.A, VI.D); 2. Need for infusion of reading-writing throughout the curriculum (Theme IA, IC); 3. Share activities, pedagogies, assignments, strategies, rubrics and other assessment tools; ask colleagues to critique assignments and outside activities (Theme ID, VID); 4. Maintain and expand curriculum to enhance AA degree as well as innovative occupational certificate/degree options (Theme IC, IIA, VC, VIA, VIB, VIC); 5. Enhance low-level ESL training in SCE (Theme IC); 6. More interdisciplinary interface for adjunct faculty (Theme IIIA, VID); 7. Continued PA/PR Direct SLO Assessment training for departments (Theme IA, IC, IIIA, IVC, VB, VIA, VIC)

Student Services Portfolio:

Student Services Departments 1. Seek continued sources of funding for Center for Teacher Education; 2. Research and analyze strategies to consolidate experiential learning sources at SAC; 3. Implement and assess SLOs in DSPS; 4. Restructure methods

of deploying interpreting services in DHH program; 4. Investigate best practices for serving veterans through DSPS; 5. Provide innovative and additional support for students on academic probation (EOPS/CARE); 6. Continue to achieve growth in CARE program; 7. Collaborate with University Link and Freshman Experience to prequalify students for assistance for the rolling and Buy a Book Scholarship; 8. Increase faculty awareness of Testing Center's primary functions; 9. Hire tutors with sensitivity to multicultural populations, specifically Latino, Asian, low-income and first generation college students

Community Outreach; 1. Develop new business model to accommodate efficiency and automation of *Datatel*; 2. Combine efforts of Financial Aid Office and Outreach; 3. International Program Marketing Plan enhancement; 4. Increase network for continued support of scholarship program; 5. Hire feeder high school alumni to work with Outreach staff

Budget

1. Obtain funding sources for Career/Job Resource Center; 2. Development of new business model to accommodate efficiency and automation in *Datatel*; 3. Restructuring of the disbursement schedule to expedite receipt of funds for financial aid students; 4. Create new classified position, Health Educator, in cooperation with SCC; 5. Need for increased printing and supplies budget for marketing materials and promotional supplies for Outreach; 6. more bilingual staff needed for Outreach

SACTAC

1. Technological enhancements for Financial Aid program

Facilities

1. Increase space for learning centers (e.g., Tutorial learning Center) (see Academic PA/PR recommendations); 2. Need for expanded Placement Testing capacity

TLC

1. Communicate with faculty (especially English and math) regarding student progress as a result of tutoring. 2. Expand collaborative efforts with student services programs

IE&A 1. Follow up "Healthful Living: Increase awareness and practice healthful living across the college campus" goal of *Strategic Plan* in conjunction with the Health and Wellness Center

Administrative Services Portfolio:

Facilities

1. Room reservation process needs to be more consistently used and enforced; 2. More attention needs to be given to monitoring and regular cleaning of restrooms during morning and swing shifts; 3. Improve work order process; confirm prioritization and order of projects; 4. Have in place plan for dislocation and moving personnel; 5. Develop process for monitoring Special projects; 6. Clarify role of M&O at satellite campuses; 7.

Confirm prioritization and order of new construction and remodeling projects; 8. New signage for restrooms and gymnasium; increase handicapped accessibility in all areas

Safety & Security

1. Continuing visibility of officers on campus, especially in parking lots, is needed.

Budget

1. Work more closely with administrators regarding budget needs and management; 2. Identify ramifications regarding *Datatel* implementation; 3. Better communication with constituencies especially online; 4. Review all job descriptions for possible reorganization; 5. Streamline Foundation reporting

General Statement: More online utilization for more communication and better organization of services.

Thank you for your consideration.

Respectfully submitted,

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Chair, Institutional Effectiveness and Assessment Committee

bnj/5-30-10

For 2010: the RSCCD Strategic Technology Plan was approved by the BOT. this plan needs to be cross-referenced with the SAC and SCC Technology Plans. The DPPs that deal with technology need to be integrated into the SAC Technology Plan.