



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
February 16, 2011

To: Distribution

From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

Santa Ana College Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

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

Members Present: Paul Foster, Sue Garnett (for Ed Ripley), Bonnie Jaros, Sara Lundquist, John Zarske

I. Approval of Minutes of January 26, 2011—The minutes of January 26, 2011 were approved as written.

II. Accreditation–Midterm Report:

A. The Accrediting Commission for Community and Junior Colleges (ACCJC) met January 11-13, 2011 and determined that: "...Santa Ana College has resolved the issue noted in District Recommendation 1 from the 2008 comprehensive evaluation team on evaluating planning processes, including integration of technology, staffing, and facilities master plans to ensure the budget is used as planning tool to achieve strategic goals." Thanks to everyone at the college and district who worked hard to accomplish this!

B. The front piece of the *Midterm Report* has been completed.

C. Update of Workgroups:

1. District Recommendation 1: Planning and Budget Integration—Bonnie and Nga will meet with John Didion and Peter Hardash at the end of February to work on the response to this recommendation. Discussions and decisions related to the Budget Allocation Model are almost completed. The district will follow a model based on SB361, which places control locally to the

colleges with a charge-back system for services received from the district.

2. District Recommendation 2: Computer-based Student Attendance Recording System—Dr. Aracely Mora is working on this response with Linda Miscovic and a workgroup.
3. District Recommendation 3: Communication Process between Trustees and District Employees—Dr. Rodriguez has sent a draft of this response to Bonnie, which is in process of adding documents.
4. District Recommendation 4: Board Self-Evaluation Policy—Nga and Bonnie met to create a draft of this response. They will meet again to fill in information about the district Strategic Planning sessions which will take place in March (information gathering at the colleges through interviews by a consultant) and early April (District-wide Strategic Planning session facilitated by the consultant).
5. College Recommendation 1: Planning and Budget Integration—Paul, John Z, Jeff, Ray and Bonnie worked on this response to update it from the October 2009 *Follow Up Report*. Paul, Jeff and John will work on the Section IV: Evaluation of Outcomes for Subsequent Budget Development. The Planning and Budget Committee's recommendations on how departments should prioritize when there are contracting resources is an important issue to include in the report. The workgroup will meet next week to complete this section.
6. College Recommendation 2: Diversity Plan—Bonnie has completed this response based on the results of a conference call President Martinez and Bonnie had with Vice President Jack Pond of ACCJC.
7. College Recommendation 3: Communication with Classified Employees—Sara has received comments and will convert the chart to a narrative format.
8. Response to Self-Identified Issues in the Planning Agenda of the Institutional Self Study 2008—Sections that need to be completed are: IIC, IIIA, IIIB, IIIC, IVA and IVB.

III. Other—

A. This spring the IE&A committee will review the program review documents of Administrative Services, Student Services and President's Cabinet Portfolio in April. The TLC will send an aggregate report of academic PA/PR with a meta-analysis of the process in early May.

B. The Strategic Plan Update S11 will also be created. This will be on the March 2, 2011 agenda as a planning item. (See Appendix A) On April 8, 2011 there will be an RSCCD Strategic Planning meeting led by a consultant after the consultants conduct interviews at the college level in March 2011. A new district document will be created and will inform discussion at the college level. The president's cabinet is also in the

process of developing a matrix that will align with *RSCCD 12 Measures of Success*, Related RSCCD Goals, the SAC *Vision Themes* and Goals, Strategies, and Annual Measures of Progress. This document will be utilized in the accreditation Midterm Report as well as for the *Strategic Plan Update S11*. The IE&A Committee is recommending to President's Cabinet that the *Midterm Review and Update of the SAC Strategic Plan 2007-2015* be held in October 2011. This will provide ample time for the RSCCD *Strategic Plan* to be formulated. In addition, other key documents, including the *Midterm Report 2011* and the Strategic Plan Updates S08, S09, S10 and S11 may be utilized. IE&A will host this event in conjunction with the college president.

The next meeting of IE&A will be March 2, 2011 from 2:00-4:00pm in A-105

APPENDIX A



SANTA ANA COLLEGE VISION THEMES WITH LIAISONS 2009-2010 Aligned to RSCCD Board of Trustees Goals 2010-2011

- I. Student Achievement [1, 2, 4] Bonnie Jaros, Paula Garcia, Sara Lundquist, Sharon Whelan, Norm Fujimoto**
 - A. Increase academic literacy and learning across disciplines (Sharon, Bonnie)
 - B. Eliminate economic barriers to student achievement (Sara, Paula)
 - C. Increase program completion/transfer/employment rates for all students (Norm, Bonnie)
 - D. Promote excellence in teaching/learning (TLC)
 - E. Increase credit/non-credit articulation (Ed, Paula)
- II. Use of Technology [4, 6, 7] John Zarske with SACTAC Representative**
 - A. Graduate students with highly competitive skills for continuing education and professional life
 - B. Provide a technology-rich environment for faculty, staff and students
 - C. Provide innovative classroom technologies that will enable faculty to enhance and facilitate student learning
- III. Innovation [1, 2, 4, 5] Ray Hicks, Sara Lundquist, Paula Garcia**
 - A. Increase development of innovative teaching techniques (John, Maria)
 - B. Embed skills and attitudes across the college (John, Maria)
 - C. Develop systems for increased access/outreach (Paula, Sara)
- IV. Community [1, 2, 7, 8] Norm Fujimoto, Paula Garcia, Sara Lundquist**
 - A. Attain a higher “achievement attitude” among our prospective student population and supporting networks (Paula, Sara)
 - B. Foster an awareness of the college as part of the community (Sara)
 - C. Increase interest in lifelong learning/healthful living across the college (Norm)

V. Workforce Development [5, 7, 8] Norm Fujimoto with Bart Hoffman

- A. Expand and identify partners and collaborate with industry and communities to identify workforce needs
- B. Integrate basic skills and workplace competencies
- C. Support regional development by becoming the primary local source of skilled employees for high demand occupations

VI. New American Community [1, 3, 6, 8] Sara Lundquist, Bonnie Jaros, Paul Foster

- A. Increase awareness and foster proactive civic responsibility (Sara)
- B. Increase Green Efforts (Paul and Environmental Committee)
- C. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution. ((Bonnie with Sandra Wood, TLC)
- D. Create an environment among faculty, students and staff that encourages cross-disciplinary dialogues and discussions, collaboration and activities. (TLC)



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Agenda
March 2, 2011; A-105; 2:00-4:00pm

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II. Accreditation–Midterm Report: Update of Workgroups

- a. District Recommendation 1: Planning and Budget Integration
- b. District Recommendation 2: Computer-based Student Attendance Recording System
- c. District Recommendation 3: Communication Process between Trustees and District Employees
- d. District Recommendation 4: Board Self-Evaluation Policy
- e. College Recommendation 1: Planning and Budget Integration
- f. College Recommendation 2: Diversity Plan
- g. College Recommendation 3: Communication with Classified Employees
- h. Response to Self-Identified Issues in the Planning Agenda of the Institutional Self Study 2008

III. Strategic Plan Update S11

IV. BSI Update

V. Facilities Committee Report

VI. Planning and Budget Committee Report

VII. SACTAC Report

VIII. Other

Members:

Paul Foster
Norm Fujimoto
Paula Garcia
Ray Hicks
Bonnie Jaros
Sara Lundquist
Nga Pham

Ed Ripley
Sharon Whelan
John Zarske

cc: Dr. Erlinda Martinez
Dr. Raúl Rodríguez
John Didion
Dr. Jeff McMillan
Sue Garnett
Kennethia Vega

bnj/02-17-11