



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
February 29, 2012

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: Cecilia Arriaza, Sue Garnett (for Jim Kennedy), Bonnie Jaros, Denise Phillips, John Zarske

- I. Approval of Minutes of February 8, 2012**—The minutes of February 8, 2012 were approved as written.
- II. College-Wide Strategic Plan 2007-2015 *Mid-Cycle Planning Retreat S12***—Planning for the Mid-Cycle Planning Retreat was completed (See Attachment)



Strategic Plan Mid-Cycle Planning Retreat

Sponsored by

President Erlinda J. Martinez, Ed.D.

and

The Institutional Effectiveness & Assessment Committee

AGENDA

March 2, 2012; 8:00am-1:30pm; U-201A

Slide Show loop of photos

8:00-8:30 Reception and Coffee

8:30-8:45 Welcome from President Martinez

8:45-9:15 Orientation: Program Facilitators

A. Accreditation/ Program Review and the Future of Institutional Effectiveness

B. Changes at the College since 2007

9:15-9:30 Instructions for Our Work for Today

9:30-10:00 TASK I: Work in Teams on Planning Alignment Documents

10:00-10:30 Report Out (five minutes per team)

10:30-11:30 TASK II: Work in Teams by Vision Theme

11:30-12:00 Break and Buffet Lunch

12:00-1:00 Report Out and Discussion

1:00-1:15 Wrap Up: Program Facilitators

A. What did we do today?

B. Follow-Up Activities

1:15-1:30 Final Word from President Martinez

Task Charts for Table Teams

Task I: Global view/analysis of comprehensive planning alignment

Task II: Utilize guiding questions to evaluate & assess the Strategic Plan (Review strategies from Strategic Plan Update S11; use ACCJC rubrics on planning and I.E. to assess Strategic Plan; use concept of “alignment and elegance” to recommend goals)

Future task: affirm action plans, evaluation measurement and timelines

Documents needed for each table:

Documents have been printed. We thank Sue Garnett and the School of Continuing Education!

BOT Vision and RSCCD Goals 2012-2013

District Strategic Plan

SAC Vision Themes



SAC Core Competencies

List of Plans at SAC


ACCJC Rubrics

Strategic Plan Update S11

TASK I: Planning Alignment

			How do these documents align? Please be specific	Preliminary comments for improvement/action
Team I	District Vision	SAC Mission		
Team II	District Goals	SAC Vision Themes		
Team III	District Strategic Plan	SAC Strategic Plan		
Team IV	District Goals	SAC Core Competencies		
Team V	SAC Mission	SAC Vision Themes		
Team VI	SAC Vision Themes	SAC Core Competencies		

TASK II: Strategic Plan Evaluation

		What is the status of the Goals/ Strategies of this Vision Theme? Should they be eliminated, reframed, or continued?	Preliminary Comments for future goals (do not need to be related to existing goals)	Status of Theme on ACCJC Rubric
Team I	Vision Theme I			
Team II	Vision Theme II			
Team III	Vision Theme III			
Team IV	Vision Theme IV			
Team V	Vision Theme V			
Team VI	Vision Theme VI			

Guiding Questions for the Strategic Plan Review (after you re-familiarize yourself with the Vision Theme your team is working with today)

- Are there any goals that have been completed and no longer need to be included in the plan?
- Are there any goals that your group thinks are a lower priority and should be removed from the plan?
- Are there any goals in the plan that are important to continue working on?
- Are there any goals that are missing from your Vision Theme that need to be added?

Mid-Cycle Planning Retreat Table Assignments

<p>Team I: Vision Theme I—Student Achievement</p> <p>Facilitator: Sara Lundquist and Cecilia Arriaza</p> <p>Fernando Antúñez Micki Bryant Gerald Ghelfi Shelly Jaffray Dorothy Nacita Rafael Vargas Julia Vercelli</p>	<p>Team II: Vision Theme II—Technology</p> <p>Facilitator: John Zarske</p> <p>Esmeralda Abejar Monica Collins Allen Dooley Luisa Laulile Eduardo Lopez Sean Small</p>
<p>Team III: Vision Theme III—Innovation</p> <p>Facilitator: Jeff McMillan and Nga Pham</p> <p>Tom Andrews Clara Avila Glenn Doolittle Christine Kosko Sylvia Turner</p>	<p>Team IV: Vision Theme IV—Community</p> <p>Facilitator: Jim Kennedy and Denise Phillips</p> <p>Alejandra Alvarez Judy Arroyo Marycruz Gallardo Yolanda Garcia Brian Sos Lilia Tanakeyowma</p>
<p>Team V: Vision Theme V—Workforce Development</p> <p>Facilitator: Ray Hicks</p> <p>Minh Chau Bart Hoffman Sylvia Gordon Madeline Grant Janet Grunbaum Monica Porter</p>	<p>Team VI: Vision Theme VI—New American Community</p> <p>Facilitator: Carol Comeau and Sue Garnett</p> <p>Jodi Coffman Zachary Fish David Gonzalez Ron Jones Erlinda Martinez Sarah Salas</p>

At-large: Linda Rose and Bonnie Jaros



For IE&A Agenda Item II: February 29, 2012

Mid-Cycle Planning Retreat

Sponsored by

President Erlinda J. Martinez, Ed.D.

and

The Institutional Effectiveness & Assessment Committee

Annotated AGENDA

March 2, 2012; 8:00am-1:00pm

U-201A (procured by Sara: equipment, tables, centerpieces: large paper clip with student photos, name tags, list of attendees)

Possible budget: “College Fund” ? Linda’s budget for reception/coffee (Sara & Linda will investigate)

Slide Show loop of photos as attendees enter and during reception and coffee (Linda will confer with Media Services)

8:00-8:30 Reception and Coffee (Sara & Linda will research sources of funding, catering Sodexo)

8:30-8:45 Welcome and Purpose: President Martinez

A. History of the SAC 2007-2015 Strategic Plan (Bonnie will create some slides for President Martinez)

8:45-9:15 Orientation: Program Facilitators

A. Accreditation/Program Review and the Future of Institutional Effectiveness (Linda will address with some slides)

B. Changes at the college since 2007, e.g., demographics, Technology Plan, Program Review, Facilities Master Plan (Sara will address with some slides)

9:15-9:30 Instructions for Our Work Today (Bonnie will explain teams, roles, resources & props for product)

9:30-10:00 Task I: Work in Teams on Planning Alignment Documents (each table 9 people: 1-2 IE&A facilitators, 1 scribe, 1 time keeper, 1 “reporter”; tables will be given all needed documents and use Chart I) Facilitators: Cecilia Arriaza & Sara Lundquist (Theme I: Student Achievement); John Zarske (Theme II: Use of Technology); Jeff McMillan and Nga Pham (Theme III: Innovation); Jim Kennedy & Denise Phillips (Theme IV: Community);

Ray Hicks (Theme V: Workforce Development); Carol Comeau and Sue Garnett (Theme VI: New American Community) Linda and Bonnie will serve as “floaters” to answer questions at the tables.

10:00-10:30 Report Out (five minutes per team)

10:30-11:30 TASK II: Work in Teams by Vision Theme (Teams will also select two delegates to meet with IE&A members at the end of March to continue “future tasks.”)

11:30-12:00 Break and Buffet Lunch (working lunch)

12:00-1:00 Report Out and Discussion

1:00-1:15 Wrap-Up: Program Facilitators

A. What did we do today?

B. Follow-Up Activities

1:15-1:30 Final Word from President Martinez

IE&A Discussion 02-29-12:

Who will be at each table?

What technological and other materials will we need? (e.g., flipcharts, easels, laptops, tablets, pens, thumb drives; projector)

Tasks for team facilitators: Select: scribe and someone to report to the group; select two members to join IE&A for follow-up to task II at the end of March. Keep on task within the time frame; make sure minutes are kept and that someone is selected to report out.

Logistics: Sara and Linda create folders, make large-sized documents to post around room, funding source for lunch, copying of documents for table teams



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Agenda
March 14, 2012; A-105; 2:00-4:00pm

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

- I. Approval of Minutes of February 29, 2012**
- II. Debrief and Next Steps—College-Wide Strategic Plan 2007-2015 *Mid-Cycle Planning Retreat S12***
- III. Institutional Effectiveness & Program Review Update**
- IV. Accreditation Update: Preparation for Institutional Self-Evaluation 2014 (Please bring Annotated Standards, ACCJC Rubrics and SAC Midterm Report 2011)**
- V. Enrollment Management**
- VI. Reports:**
 - A. Planning and Budget: SAC, BAPR, BAPR WG**
 - B. Facilities Committee**
 - C. SACTAC**
 - D. BSI**
- VII. Other**

Members:

Cecilia Arriaza	Denise Phillips
Carol Comeau	Linda Rose
Paul Foster	John Zarske
Ray Hicks	
Bonnie Jaros	
James Kennedy	
Sara Lundquist	
Nga Pham	

cc: Dr. Erlinda Martinez
Dr. Raúl Rodríguez
Mr. John Didion
Dr. Jeff McMillan
Ms. Kennethia Vega
Ms. Marta Barker
Ms. Karen Scott
Ms. Geni Lusk

bnj/03-01-12