SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
End-of-Year Report
May 29, 2008

To: College Council, Academic Senate, FARSCCD, Budget Committee, Facilities
Committee, SACTAC
From: Bonnie Jaros, Chair Institutional Effectiveness and Assessment Committee

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. As such, it is the gatekeeper of the mission
statement, the *Strategic Plan*, Program Review (Academic Portfolio Assessment/Program
Review, Student Services Program Review, Administrative Services Program Review,
President's Cabinet Portfolio), and the Department Planning Portfolio.

This year IE&A has led the charge to revise the mission statement of the college, it has
created the *Strategic Plan* from the *Vision Themes* developed in the college-wide
planning Retreat of April 13, 2007, it has demonstrated and updated the *Strategic Plan*
(see attached), it has formalized a complete Program Review for every aspect of the
college, it has aggregated all planning documents, including the budget plans, *Facilities
Plan*, the *Technology Plan*, the *Department Planning Portfolios*, into an *Educational
Master Plan*, and it has reviewed the program review documents sent from the Teaching
Learning Committee, Student Services and President's Cabinet.

As the planning oversight committee, IE&A is dedicated to informing all participatory
governance groups of recommendations borne of the *Department Planning Portfolios* and
the Student Services, Administrative Services and President's Cabinet Portfolios.

The following are the recommendations of the IE&A Committee as a result of the
Academic PA/PR reports, Student Services Program Review, Administrative Services
Program Review and President's Cabinet Portfolio. Please keep in mind that the program
reviews were extensive, and details may be found at InsideSAC.net by looking at the
department inventory 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.
IE&A respectfully requests that this information be used in the context of the planning
and prioritization processes of your respective groups in addition to the other information
utilized. It is understood that budget prioritization, for example, is very complex. This

information may help clarify or amplify information received from the President's Cabinet, the Department Planning Portfolios and BAPR.

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

Divisions/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 S*trategic Plan*. They include:

Facilities 1. Creating a "CTE Success Center," located within the area students are used to working in, as an adjunct center to the Student Success Center (Theme I); 2. Expanding the Writing Center to include disciplines other that English Composition (Theme IA); 3. Including some SCE students in the Writing Center as an articulation effort (Theme IE); 4. Facilities "combining" for some labs (non-science), e.g., including SLPA and another discipline in a lab (Theme VID)

Budget/ SACTAC 1. Purchase of appropriate software for Success Center for enhancement of Academic Literacy; use of free-market online programs for students to use at home. (Theme IA; IIA,C); 2. Full-time faculty hiring (Faculty Priorities Committee) 3. Increasing Technology efforts, including mediating classrooms and faculty training (Theme IIB, IIC);

Academic Senate; TLC (Staff Development/Curriculum 1**.** Enhancing the CLI by combining SCE and credit faculty development activities (Theme ID; VID); 2. Staff development activities for Classroom Assessment Techniques (CATs), Concept Mapping, Item analyses in testing; Numeracy activities across the curriculum; Enhancing activities leading up to and supporting assignments; Enhancing research skills, Rubrics, How to train students to do peer review

(Theme ID); 3. Writing across the curriculum (Theme IA, VIC); 4. Numeracy across the curriculum (Theme IA); 5. More dialogue with counselors about programs (Theme VID)

Student Services Portfolio:

Student Services Departments1. Community Outreach; 2. Develop new business model to accommodate efficiency and automation of *Datatel*; 3.Combine efforts of Financial Aid Office and Outreach; 4. International Program Marketing Plan enhancement; 5. Increase network for continued support of scholarship program; 6.Hiring plan for Upward Bound program

Budget/SACTAC 1. Technological enhancements for Financial Aid program; 2. New full-time Health Educator (Faculty Priorities Committee)

Facilities 1. Increase space for tutoring program (see Academic PA/PR recommendations)

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

Administrative Services Portfolio:

Facilities 1. Better communication with constituencies especially online; 2. Confirm prioritization and order of projects; 3. Have in place plan for dislocation and moving personnel; 4. Develop process for monitoring Special projects

Budget 1. Work more closely with administrators regarding budget needs and management; 2. Identify ramifications regarding *Datatel* implementation; 3. Identify how administrative services can better serve managers in all areas of administrative services; 4. Streamline Foundation reporting

Thank you for your consideration.

Respectfully submitted,

Bonita Nahoum Jaros, PhD
Chair, Institutional Effectiveness and Assessment Committee

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