



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
October 10, 2007

**Members Present:** Norm Fujimoto, Paula Garcia, Thom Hill, Bonnie Jaros, Noemi Kanouse, Jeff McMillan, Maria Sugrañes, Sharon Whelan

**Guests:** Terri Negrete

I. Strategic Plan

The committee reviewed and discussed final corrections to the Strategic Plan. Terri Negrete will update the file and submit the document to Bonnie Jaros.

II. Responsibilities Chart

Bonnie Jaros presented, and the committee discussed, the Strategic Plan Responsibilities Chart she and Ray Hicks created. Terri Negrete will make modifications to the format of the document and submit the updated file to Bonnie Jaros.

III. Master Plan

The committee reviewed the conceptual document and Table of Contents for the SAC Master Plan. Bonnie Jaros informed the committee that the format has been approved by the President's Cabinet.

IV. Planning Calendar

The Committee reviewed the Planning Calendar and changes/additions were suggested. There was discussion of goals of divisions and departments. There was a discussion of budget planning and how and where it should be addressed in the plan. Norm Fujimoto informed the committee that the new SAC Mission Statement has been approved by the College Council and will be placed on the Board of Trustees agenda for approval in November.

Discussion of the planning calendar as well as the Program Review model will be discussed at the next meeting and ongoing.