

SANTA ANA COLLEGE
INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT COMMITTEE
Minutes March 28, 2007

Members Present: Paula Garcia, Ray Hicks, Thom Hill, Bonnie Jaros, Jeff McMillan, Julie Slark, Maria Sugrañes

Guests: Sue Groetsch, Kennethia Vega

- I. Approval of minutes of March 21, 2007**—The minutes were approved as written.
- II. Planning for April 13, 2007 SAC Planning Retreat**
 - A. Brand**—Sue Groetsch has prepared a graphic for the planning retreat. The tag line will be “Commitment to Learning: 100 Years & Beyond.” Sue will work on it and send it to Bonnie tomorrow.
 - B. Table Assignments**—Kennethia is working on the list of attendees. The Academic Senate Executive Committee will work on the table assignments when all the attendees have been determined.
 - C. Agenda**—Please see attached
 - D. Other**—**1.** Julie is working on handouts; Maris will ask Sara to fill in an example for the grid; Kennethia will see about equipment for the room, large *post-its*, flash drives for the laptops. She will also send invitations out after Sue completes the *logo*. **2.** After this event, this committee will aggregate the information. Our goal is to create a planning model with structure and timelines. We will start with an overlay of existing practices and strategies, for example, the department portfolios (online at <http://www.insidesac.net/portfolio/>). We will then forward this to President Martinez, who will let us know what next steps she wishes to follow to create and approve a strategic planning document.
- III. Institutional Effectiveness models and Planning**—We will discuss the models Julie disseminated on March 21st after the April 13th planning retreat.

The next meeting of the IE&A will be April 11, 2007 at 3:00 pm in C-207.

BNJ

**SANTA ANA COLLEGE
AGENDA
(annotated version)
April 13, 2007
District Office Board Room**

Commitment to Learning: 100 Years and Beyond

- 800-8:30 Check-in and Continental Breakfast (*wallpaper slide show—continuous loop*)
- 8:30-9:00 Introductions and Outcomes (*Erlinda and Julie*)
- 9:00-9:45 Workgroups: Brainstorm/Discussion of Our Vision for SAC in 2015
(*Time image—1-5 visions—use large post-its*)
- 9:45-10:00 Break for Workgroups/ Facilitators Aggregate Themes (*Maria types*)
Table Facilitators: Paula Garcia, Ray Hicks, Thom Hill, Todd Huck, Shelly Jaffray, Bonnie Jaros, Sara Lundquist, Brian Schroeder, George Troxcil, Sharon Whelan
- 10:00-10:15 Agree Upon Theme Assignments for Workgroups (*Julie*)
- 10:15-11:00 Workgroups Create Goals from Themes (*grid—Maria will load onto laptops*)
- 11:00-11:30 Summary Workgroup Discussions (*groups report goals only; facilitator highlights comments/asks questions*)
- 11:30-12:00 Open Discussion of SAC Mission Statement (*mission on screen*)
- 12:00-12:30 Facilitator Wrap-Up and Next Steps (*Erlinda and Julie*)

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