

SANTA ANA COLLEGE

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT COMMITTEE

Minutes of February 21, 2007

Members Present: Norm Fujimoto, Paula Garcia Ray Hicks, Thom Hill, Bonnie Jaros, Jeff McMillan, Sharon Whelan

- I. Approval of Minutes from December 6, 2006—The minutes were approved as written
- II. Discussion of April 13, 2007 *SAC Planning Retreat*—The Planning Retreat will be April 13, 2007 (not March 23rd as indicated on the agenda) in the Board Room at the District Office. Since this group has representation from all constituency groups, and President Martinez has requested a group be formed to discuss this event, we are recommending that this group continue as the recommending body to the President’s Cabinet regarding the SAC Planning Retreat of April 13th. The following is offered for consideration:
 - A. The Theme of the day, following President Martinez’s vision: *A Decade of Excellence: Building and Managing Our Future*. The SAC Mission Statement should be at the top of the agenda.
 - B. Some of the driving questions for discussion: How is budget driven by planning? How are department plans taken into consideration for allocation? How do we affirm our mission? We can look at accreditation needs and focus for planning as a starting point.
 - C. Format: The committee recommends 10 tables of five or six people (not more), with a discussion facilitator. Each table will be assigned to discuss one of the following topics: Technology (should include Datatel), Instructional Priorities/ Needs/ Innovation (should include credit and non-credit, student services), Facilities. These topics must be all overlaid with the question of budget allocation. This all will then juxtapose the Facilities Master Plan, the Technology Plan, the Institutional Effectiveness Program Review, an Educational Master Plan into a concrete *Strategic Plan*.
 - D. Who should attend: representatives who are expert in the above areas from all constituency groups and others as deemed appropriate by constituency group leader.
 - E. Handouts for the event: BOT Goals, RSCCD Mission, Department Portfolio examples, BOG Statement of Responsibility of California Community Colleges
 - F. Recommendation for future:
 1. This should become an annual event for systematic review and revision It should be in an “assessment cycle” as the department portfolios are, i.e., we would assess how we are meeting the recommendations of the previous year and then make future recommendations based on the evidence of that assessment in a “cycle” of 3-5 years (This needs further discussion).

2. All deans, divisions, department chairs should get a copy of the document produced as a result of this event.

This committee will continue the discussion at the next meeting. We will develop a possible agenda and questions for the table topics so the discussions will be focused.

- III. Review of Institutional Effectiveness Models/Development of Workgroup Activities—This item was deferred.
- IV. Report of TLC—The TLC will meet March 5, 2007 at 3:00 pm.

The next meeting will be Wednesday, March 7, 2007 at 3:00 pm in A-105, Chavez Building.