



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes of October 1, 2008**

**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.**

**Members Present:** Norm Fujimoto, Paula Garcia, Ray Hicks, Bonnie Jaros, Jeff McMillan, Maria Sugañes, Sharon Whelan, John Zarske

- I. Approval of Minutes of September 17, 2008**—The minutes of September 17, 2008 were approved with the following correction: Under III. Strategic Plan Workgroup Reports—IIIA: ...There will also be templates put online for basic skills techniques and processes when developed.
- II. Strategic Plan Workgroup Reports**—
  - A.** Bonnie recommended that the “Strategic Plan Workgroup Liaisons 2008-2009” be updated. There was group consensus to slightly revise the liaisons. (Please see Attachment 1)
  - B.** Reports are as follows:
    1. Theme I: Sharon and Bonnie met to discuss Theme IA and IC. They will have a meeting with Todd Huck, Sandy Wood and Cher Carrera to review the activities and timelines for reporting the status of the activities related to those aspects of Theme I. Bonnie will bring Theme ID to the TLC.
    2. Theme II: Maria reported that the SACTAC agendas will follow the *Strategic Plan* as it relates to the *Technology Plan*. The first meeting was held last week.
    3. Theme IIIA: Maria reported that instruction conducted in the CLI relates to technology skills; however, we need to apply more to teaching/learning pedagogy and promote technology as a tool. This will also be discussed at the TLC. Theme IIIB: Ray met with Cher to focus on some ideas regarding the “Basic Skills Toolbox,” which will be created to go on Blackboard.
    4. Theme IV: Norm will get together with Arlene Warco, Avie Bridges and the librarians regarding IV C and IVD.
    5. Theme V. Norm will meet with Ed Ripley.

6. Theme VI: Bonnie and Paula will meet with Sandy Wood and those involved in “Green Efforts.” Bonnie will also put the “New American Community” on the TLC agenda to initiate discussion and to initiate strategies to continue discussion campus-wide.

**III. Accreditation Update**—**A.** The *Self Study* and the *Educational Master Plan* been distributed and may also be found on InsideSAC. DVDs are also available; the *Self Study* DVD has “hot links” to the documentation; **B.** There will be a working breakfast for the standards co-chairs on Tuesday, October 21, 2008 at 8:30am with the chair of the ACCJC Visiting Team, Dr. James Meznik.

**IV. TLC Report**—Bonnie reported that the TLC agenda will include the area of technology applied to teaching/learning pedagogy, which was recommended by SACTAC. The TLC will also sponsor a “Best Practitioners Fair” in the spring. A page for “Rubrics by Discipline” may also now be found on the TLC page of InsideSAC. This page will be continuously updated.

**V. Other**—

- A.** The Environmental Workgroup has contacted Bonnie. They have met once and are in the process of developing their goals for the year and amplifying their membership, including students. They will meet bi-monthly on Thursdays and will report to IE&A at the end of each semester. A group will be attending the “Green California Community College Summit” next week.
- B.** Jeff, as co-chair of the Budget Committee, discussed planning with regard to budget cuts. Even as we are making necessary cuts which may be on a very tight timeline, it is important that department chairs be consulted and given a chance for input. If it is impossible to do so, they need to be kept informed of the process.

IE&A Minutes Attachment 1:



**SANTA ANA COLLEGE  
VISION THEMES**

**Strategic Plan Workgroup Liaisons 2008-2009**

- I. Student Achievement—Bonnie Jaros, Paula Garcia  
Sara Lundquist, Sharon Whelan, Ed Ripley**
  - A. Increase academic literacy and learning across disciplines—  
Bonnie Jaros/Sharon Whelan
  - B. Eliminate economic barriers to student achievement—  
Sara Lundquist/Paula Garcia
  - C. Increase program completion/transfer/employment rates for all  
students—Bonnie Jaros/Sharon Whelan
  - D. Promote excellence in teaching/learning—Bonnie Jaros (TLC)
  - E. Increase credit/non-credit articulation—Ed Ripley/Paula Garcia
- II. Use of Technology—Maria Sugrañes (SACTAC)**
  - A. Graduate students with highly competitive skills for continuing  
education and professional life
  - B. Provide a technology-rich environment for faculty, staff and students
  - C. Provide innovative classroom technologies that will enable faculty to  
enhance and facilitate student learning
- III. Innovation—Ray Hicks, Paula Garcia, Sara  
Lundquist, Maria Sugrañes**
  - A. Increase development of innovative teaching techniques—  
Ray Hicks/Maria Sugrañes
  - B. Embed skills and attitudes across the college—  
Ray Hicks/Maria Sugrañes
  - C. Develop systems for increased access/outreach—  
Paula Garcia/Sara Lundquist
- IV. Community—Norm Fujimoto, Paula Garcia, Sara  
Lundquist**

- A. Attain a higher “achievement attitude” among our prospective student population and supporting networks—  
Paula Garcia/Sara Lundquist
- B. Foster an awareness of the college as part of the community—  
Sara Lundquist
- C. Increase interest in lifelong learning/healthful living across the college—Norm Fujimoto
- D. Increase awareness and practice of healthful living across the college and community—Norm Fujimoto

**V. Workforce Development—Ed Ripley & Norm Fujimoto**

- A. Expand and identify partners and collaborate with industry and communities to identify workforce needs
- B. Integrate basic skills and workplace competencies
- C. Support regional development by becoming the primary local source of skilled employees for high demand occupations

**VI. New American Community—Bonnie Jaros, Paula Garcia**

- A. Increase awareness and foster proactive civic responsibility—  
Paula Garcia, Bonnie Jaros
- B. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution—Bonnie Jaros through the TLC, Paula Garcia
- C. Create an environment that encourages cross-disciplinary dialogues and discussions—Bonnie Jaros through the TLC
- D. Create an environment among faculty, staff and students that encourages cross disciplinary collaboration, activities and dialogues—  
Bonnie Jaros through the TLC