



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**March 26, 2008**

**Members Present:** Bonnie Jaros, Sara Lundquist, Jeff McMillan, Julie Slark, Maria Sugrañes

- I. Approval of Minutes of February 27, 2008**—The Minutes of February 27, 2008 were approved as written.
- II. Educational Master Plan: A. Update; B. Chairs meeting for Academic Program Review; C. Preface**—Bonnie gave an update of the *Educational Master Plan*, which is almost completed. It was recommended that the format of the EMP and the Self Study have an integrated design theme so they are in concert. There will be some bound hard copies of the EMP as well as disks and an electronic version on InsideSAC. It was also recommended that a page be added listing all seminal planning documents, including those not incorporated into the EMP. (The EMP contains the planning documents that link planning and fiscal/human resources.)
- III. Strategic Plan Review**—The status of the “Progress on Goals” section was reviewed. Bonnie will make the changes and send it to the members of IE&A for completion. The document will then be “frozen” at the end of next week. It was recommended that President Martinez create a “Special Edition” of her President’s Message related to the *Strategic Plan* on April 13, 2008, the one-year anniversary of the college planning retreat, at which time the *Vision Themes*, the basis of the *Strategic Plan*, were created.
- IV. Other**—It was recommended that the Faculty Development Coordinator be given an office in the CLI in the fall and that the IE&A Coordinator and the Literacy “Coordinator” be given office space in the Chavez Building as well.

**The next meeting of IE&A will be a coordinated meeting with the Accreditation Oversight Committee on April 16<sup>th</sup> at 2:00 pm in A-105. Review of the Strategic Plan, the EMP and the Self Study will be the goal for that meeting.**

bnj/