



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
February 13, 2008

Members Present: Norm Fujimoto, Bonnie Jaros, Julie Slark, Maria Sugrañes

- I. **Approval of Minutes of January 24, 2008**—The minutes were approved as written with the date changed to **January 24, 2008**.
- II. **Educational Master Plan: Program Review**— Parts II (Student Services), III (Administrative Services), IV (President’s Cabinet)—The format of the four pieces of Program Review needs to be the same and will be included in the *Educational Master Plan*.
- III. **Portfolio Assessment/Program Review**—Julie explained that a Program Review must be conducted this spring prior to the October 2008 team visit. As a result, fourteen departments will be selected to conduct this formal review, with 2007-08 considered the culmination of the quadrennial cycle. Then, sixteen departments will be selected per year for the next three years. Thereafter, all departments will be on the rotating quadrennial cycle. The *Portfolio Assessment/ Program Review* will include the *Direct Assessment of SLOs* initial analysis of one core competency as well as an analysis of the department’s goals and objectives; student and program success; curriculum and pedagogy changes; and conclusions and recommendations. Goals and objectives are already included in the Department Portfolio. Julie, Maria, Norm and Bonnie will meet on February 25th to complete the template for *Portfolio Assessment/Program Review*. Norm will hold a meeting of the deans on Tuesday, February 19th and will explain the complete process. A training session will also be held for the department chairs who will lead their departments in this *Portfolio Assessment/Program Review* process. Nga Pham and Julie Slark will attend and provide the chairs with the necessary documents needed for the *Indirect Assessment* portion.
- IV. **Month-by-Month Planning Calendar Graphic**—This item was deferred.
- V. **Overview of SAC Institutional Effectiveness Structures**—This item was deferred.
- VI. **Strategic Plan Review**—This item was deferred.
- VII. **SLO Timelines**—Maria will reformat the SLO Timelines chart.

The next meeting of the IE&A will be February 27, 2008 at 2:00 pm in A-105.

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