



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**May 28, 2008**

**Members Present:** Ray Hicks, Bonnie Jaros, Julie Slark, Maria Sugrañes, Sharon Whelan

- I. Approval of Minutes of April 16, 2008**—The minutes of April 16, 2008 were approved as written.
- II. Review of Program Review Reports (Academic PA/PR Report from TLC; Student Services, Administrative Services, President’s Cabinet)**—Bonnie presented the PA/PR report from the TLC, the Student Services PR report and President’s Cabinet Portfolio. She will send the recommendations to College Council, the Academic Senate, Budget Committee, Facilities Committee and SACTAC for information which may be utilized in the planning processes of those groups. It was also recommended by IE&A that Bonnie request that President’s Cabinet reformat the President’s Cabinet Portfolio. Administrative Services will also be requested to present a portfolio for 2008-2009 utilizing the format Noemi created before she was transferred to the District Office.
- III. Strategic Plan Updating for Fall 2008**—The format for *Strategic Plan* updating was approved for fall 2008. Members of IE&A will convene small work groups related to each of the *Vision Themes* of the *Strategic Plan* early in the fall semester to commence this work.
- IV. Accreditation Report**—The draft of the SAC Self Study was on the Board of Trustees agenda for May 27, 2008. The completed document will be sent for approval at the June 30, 2008 BOT meeting. Two accreditation forums were held May 19, 20, 2008. Maria is working with the standards chairs to align the documentation; Bonnie is in the final revision and editing process. Bonnie and Maria will continue to work on documents together in the final stages of editing. All standards chairs are requested to

scan all documents so Maria can put them online. The deadline for the desktop publisher is June 9, 2008. After that, Maria and Bonnie will be storing hard copies of the documents in June and July.

- V. **Other**—Bonnie is preparing the *Educational Master Plan* for the desktop publisher. She will complete this work after the comprehensive *Self Study* is completed.

**Note:** The IE&A Committee would like to thank **Julie Slark** for all the guidance she has provided through the years to Santa Ana College in both Planning and Accreditation. Without her support, creativity and dedication, the IE&A committee could not have achieved the work it has done this year. We will miss her greatly and wish her every blessing in her retirement.

**The calendar for IE&A for fall 2008 is: 9/3; 9/17; 10/1;10/15;10/29; 11/19; 12/3. All meetings are from 2:00-4:00 pm. The location will be announced.**

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