



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
March 3, 2010

To: Distribution

From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

Santa Ana College Mission: 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.

Santa Ana College Vision Themes: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community

Members Present: Bonnie Jaros, Sara Lundquist, Nga Pham, Maria Sugrañes, Sharon Whelan, John Zarske

- I. **Approval of Minutes of February 10, 2010**—The minutes of February 10, 2010 were approved with one correction: APPENDIX C—Theme VI—VIB: Increase Green Efforts was added to reflect the Strategic Plan. Bonnie will work with Norm on this with the *Environmental Workgroup*. (See APPENDIX A of these minutes.)
- II. **BAPR Report**—**A.** Peter Hardash presented a budget update similar to that of the Board of Trustees meeting of February 1, 2010. Although the exact state deficit figure is not yet known, decisions will have to be made prior to the June 30th end of fiscal year. In preparation for further need for cuts district-wide, the SAC Budget Committee is working on recommendations for educational priorities. A workgroup will review the priorities utilized for the past year's cuts, and they will add more detail and make recommendations to the Budget Committee, which will make recommendations to President Martinez. This time cuts cannot be made “across the board,” but will have to be made with more detail and scrutiny. **B.** The BAPR Workgroup is working on review of the *Budget Allocation Model*. They are highlighting elements within the model that require further explanation at this time and developing assumptions. They make regular reports to the BAPR Committee. **C.** Accreditation will be an ongoing item on the BAPR agenda. Bonnie

reported that there will be an Oversight Committee, a Writing Team for the October 15, 2010 Follow-Up Report for each college, and that BAPR will serve as a “working body” for gleaning information for they report. Oversight Committee members: John Didion., Peter Hardash, Nga Pham, John Zarske, Morrie Barembaum, Steve Kawa, Bonnie Jaros. Writing team: John Didion, Bonnie Jaros, one SCC representative.

- III. **Budget Update** (Please see IIA, as this item is contiguous with it.)
- IV. **Facilities Master Plan Update**—The Facilities Committee is still gathering information for the *Facilities Master Plan*. Ray Hicks has been making regular reports to the Academic Senate and has requested that senators work with department chairs and other faculty to develop a list of needs. These must be reflected in the Department Planning Portfolios. The academic deans have also been working with division faculty within chairs’ meetings and division curriculum meetings (e.g., infusion of Core Competency 3: Information Management may have facilities implications for some departments; the Title V grant proposal has facilities implications). Vice President Fujimoto and Vice President Lundquist are also working with the deans in their respective areas. The architectural firm HMC is working directly with President Martinez.
- V. **Interim Positions**—The *SAC Policy on Interim Positions* draft from March 2009 was reviewed and somewhat revised to include Title 5 references and also express more clarity. Bonnie will send it to President Martinez for review; the IE&A committee will then approve it for College Council approval. (Please see APPENDIX B.)
- VI. **Strategic Plan Update Spring 2010**— The workgroups have been collecting data for responses, and a list of questions and/or suggestions has been generated. Bonnie will email several persons for responses and report back to the committee. **The Strategic Plan Update 2010 is due April 15, 2010. Please note changes in liaisons in Appendix A.**
- VII. **SAC Year End Report**—Sara presented a template based on the Board of Trustees Goals: 2010-2011. Cabinet is recommending use of this template as the *Weekly SAC Report Template* instead of the division-by-division model. Aligning with the Board of Trustees goals demonstrates more effective integration of college goals and activities with the overarching goals of the RSCCD. The IE&A committee supports this change.

APPENDIX A



SANTA ANA COLLEGE VISION THEMES

Strategic Plan Workgroup Liaisons 2009-2010

- I. Student Achievement—Bonnie Jaros, Paula Garcia
Sara Lundquist, Sharon Whelan, Norm Fujimoto**
 - 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—Norm Fujimoto/Bonnie Jaros
 - 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), John
Zarske**
 - 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, John Zarske**
 - A. Increase development of innovative teaching techniques—
Ray Hicks/Maria Sugrañes/John Zarske
 - 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—Norm Fujimoto, Ed Ripley
(Bart Hoffman)**

- 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—Sara Lundquist, Bonnie
Jaros, Norm Fujimoto**

- A. Increase awareness and foster proactive civic responsibility—
Sara Lundquist
- B. Increase Green Efforts—Norm Fujimoto/Bonnie Jaros/
Environmental Workgroup
- C. Educate the faculty, staff, students and community of the *New
American Culture*; develop an integrated community of learners
throughout the institution—Bonnie Jaros with Sandra Wood
- D. Create an environment among faculty, staff and students that
encourages cross disciplinary collaboration, activities and
dialogues— Bonnie Jaros (TLC)

APPENDIX B

DRAFT



SANTA ANA COLLEGE Institutional Effectiveness and Assessment Committee Proposal for SAC Policy on Interim Administrative Positions

If it is determined that an administrative position needs to be filled on an interim basis, the following will apply to ensure interim administrative positions are open to all qualified and eligible individuals, and that impacted administration, faculty and staff have input to the overall selection process.

1. The position will be announced to the college community in writing with appropriate qualifications described, and there will be an application period.
2. A letter of interest will be filed and an interview process will be conducted. (All qualified and eligible persons may apply.) The president will determine the composition of the selection committee. Recommended membership is as follows: President or designee, Academic Senate representative, direct supervisor of the position, and other individuals deemed appropriate (e.g., classified staff working directly with the person).
3. If it is an emergency situation and the hiring process cannot be followed, the president may make an appointment but must present a rationale to College Council which is included in the minutes.
4. In accordance with Title 5, Section 53021 (Recruitment), interim positions will be held for a maximum of one year, at which point the position will be open to the accepted hiring process for administrators. If the president deems a “business necessity” (Title 5, Section 53001b), the president must submit a rationale to College Council which is included in the minutes. The position may be extended up to one additional year with the approval of the chancellor. Under no circumstances may a position be held for more than two years on an interim basis.

IE&A Committee Proposal 03/04/10

APPENDIX C
SAC Year End Report Template

Weekly SAC Report Template

*Please complete and send to **Kennethia** (and your VP's Assistant) every Tuesday. Add content under the **BOT** goal to which it relates. Complete only the areas that are relevant for that week's submission—no need to “fill in the chart”. Thank you!*

Tips to minimize editing:

- Write “in the President’s voice”
- Spell out all acronyms
- When describing student and employee incidents do not use names, just describe the situation
- Quantify successes and impact wherever possible
- One sentence bullets are fine!

Submitted by:

Date: _____

RSCCD BOARD OF TRUSTEES: 2010-2011 Goals

1. Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.

Teaching & Learning/Innovation Items

2. Provide access and retention for completion programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors.

Access and Student Success Items:

3. Update and implement facilities master plans, maximize college and community use of facilities, and incorporate “green” efforts into facilities development and other efforts when cost-effective.

Facilities and Environmental Items:

4. Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology.

Flexible Cost-Effective Services/ Tech Enhanced Program/Service Delivery:

5. Pursue alternative public and private funding sources to increase the district’s fiscal sustainability and to implement the district’s vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development.

Resource Development/Alumni Items:

6. Maintain a positive, productive working environment for employees, recognizing and embracing diversity and enhancing staff development opportunities that address innovation and technology.

Employee Professional Development/Relations/Diversity Items:

7. Expand partnerships with business, labor, community groups, universities, schools, and other public and private agencies in order to enhance the district's resource development; ensure student access and success; ensure robust economic development programs; and be responsive to workforce development needs and high demand career fields.

Collaboration & Partnership Items:

8. Assess the educational needs of the communities we serve, and enhance awareness of the colleges and community involvement through outreach and advocacy among community constituencies and leaders.

Community Relations/Services/Outreach Items:

Please Note: Spaces for listing items have been deleted for purposes of these minutes.

Members:

Paul Foster
Norm Fujimoto
Paula Garcia
Ray Hicks
Bonnie Jaros
Sara Lundquist
Nga Pham
Ed Ripley
Maria Sugrañes
Sharon Whelan
John Zarske

cc:

Erlinda Martinez
Kennethia Vega
Jeff McMillan