



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**February 13, 2013**

**To:** Distribution

**From:** Bonnie Jaros and Linda Rose, Co-Chairs, Institutional Effectiveness and Assessment Committee

**RSCCD Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

**Santa Ana College Mission:** The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

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

**Members Present:**

- I. Approval of Minutes November 29, 2012**—The minutes of November 29, 2012 were approved as written.
- II. Institutional Effectiveness Task: Master Plan Timeline**—There was discussion that before the timeline can be established, the goals and plans of the Educational Master Plan 2007-2015 must be assessed. To that end, each member of IE&A will review a section and assess the status of it from 2007 to the present. Assessment teams are as follows: Jim--Technology; Mike and John—Facilities; Mike and Jeff—Budget; Linda and Bonnie—Strategic Plan; Cher and Ray—Program Review. Linda and Bonnie will create a chart to be utilized for this task. (See Appendix A.)
- III. Accreditation Update: Preparation for Institutional Self Evaluation 2014** –**A.** Linda and Bonnie disseminated the Accreditation Timeline and Activity Matrix to review the necessary tasks. There was also a review of the new ACCJC Eligibility Requirements document. Linda explained that these need to be woven throughout the Self Evaluation document and not just addressed in the Front End Section of the report. **B.** There was also discussion about the Standards Co-Chairs document. Bonnie will discuss the faculty appointments with Ray Hicks. (See Appendix C)
- IV. Student Success Workshop—March 1, 2013**—Linda and Bonnie presented the proposed draft. President Martinez has recommended expanding the scope of the workshop to include all elements of student success. Linda and Bonnie will work on revising the agenda and tasks. They will request that President Martinez give her input; then it will be sent to the IE&A members to work on the activities and ;logistics of the event. Invitations will be sent Tuesday.
- V. Participatory Governance Reports –This item was deferred.**
  - A. Planning and Budget:** SAC; District

- B. Facilities Committee
- C. SACTAC
- D. Student Success/BSI
- VI. **Other**—Bonnie will send several documents which were requested by IE&SA members, including updates to the EMP.
- VII. **Future Agenda: Tasks for Spring 2013**
  - A. Review of RSCCD Goals and Objectives
  - B. SAC Goals Template with Objectives

The next meeting of the IE&A Committee will be held February 27, 2013 at 2:00pm in A-105.

## APPENDIX A



# SANTA ANA COLLEGE

## Institutional Effectiveness and Assessment Committee Educational Master Plan 2007-2015 Assessment

**RSCCD Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

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Year	What Section of the Master Plan did you review?	How did the updates align with the original document?	What page or links to other documents support your conclusions?	What recommendations do you have for improving the alignment between the Master Plan and the Mission Statement?	Do you have any other comments or concerns?
2007					
2008					
2009					
2010					
2011					
2012					
2013					

## APPENDIX B

### Accreditation Timelines

Timeline	Team	Activity	Status
*Phase I  October 2012	Linda Rose, Ed.D., VPAA Bonita Jaros, Ph.D., ALO	<ul style="list-style-type: none"> <li>• Establish weekly schedule to discuss and coordinate Accreditation activities</li> <li>• Participate in ACCJC Self Evaluation Workshop at San Bernardino Valley College</li> <li>• Send Status Report for SLO Implementation to ACCJC and distributed to college community and BOT</li> <li>• Distribute revised college Planning/Budget Calendar to SAC Budget and Planning Committee</li> <li>• Participate in first meeting of District Planning and Organizational Effectiveness Committee;</li> <li>• Organize ACCJC information for IE&amp;A Committee meeting in November 2012</li> <li>• Organize materials for Accreditation <i>training workshop in December 2012.</i></li> <li>• Distribute <i>Program Review Handbook for Instructional Programs</i> to college community</li> <li>• Distribute Chancellor's Office report of Fiscal Review of City College of San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>✓ Schedule Completed</li> <li>✓ ALO; VPAA Attended workshop</li> <li>✓ SLO Status Report submitted to ACCJC and distributed to BOT and SAC constituents</li> <li>✓ ALO designated at co-chair of <i>District Planning and Organizational Effectiveness Committee</i></li> </ul>

November 2012	VPAA; ALO; IE&A Committee	<ul style="list-style-type: none"> <li>• Review information from District Planning and Organizational Effectiveness Committee</li> <li>• Distribute participant list from <i>Mid-Cycle Planning Retreat</i> of March 2012 to IE&amp;A Committee</li> <li>• Discuss IE&amp;A's role as the Accreditation Oversight Committee</li> </ul>	<ul style="list-style-type: none"> <li>✓ IE&amp;A approved alignment of Timeline of SAC Planning and Budget Calendar with District Budget Calendar</li> <li>✓ IE&amp;A recommended forwarding revised P&amp;B Calendar to the SAC Planning &amp; Budget Committee</li> <li>✓ IE&amp;A approved role as <i>Accreditation Oversight Committee</i></li> <li>✓ Information provided to IE&amp;A Committee</li> <li>✓ Distributed <i>Program Review Handbook for Instructional Programs</i> Campus Community</li> <li>✓ Distributed Chancellor's Office report on <i>Fiscal Review of City College of San Francisco</i></li> </ul>
December 2012	VPAA; ALO; Erlinda Martinez, Ed.D., President	<ul style="list-style-type: none"> <li>• Facilitate Accreditation Training Workshop</li> <li>• Solicit feedback from Workshop participants</li> <li>• Confer with President Martinez to establish committee structure for Self Evaluation activities</li> <li>• Appoint standards committee chairs</li> </ul>	

January 2013	VPAA; ALO Accreditation Oversight Committee	<ul style="list-style-type: none"> <li>• Review EMP for committee review</li> <li>• Develop rubric for Mission Statement review</li> <li>• Develop rubric for planning documents</li> <li>• Review and create materials for Standards Committee chairs and members (e.g., templates)</li> <li>• Confirm members of standards and sub-standards committees</li> </ul>	
February 2013	Accreditation Oversight Committee VPAA; ALO Standards Committee Chairs	<ul style="list-style-type: none"> <li>• IE&amp;A Committee in the role of Accreditation Oversight Committee meets bi-monthly</li> <li>• Review EMP</li> <li>• Conduct Training Workshop for Standards Chairs and standards committee members</li> <li>• Process begins!</li> <li>• Standards chairs call meeting and establish regular meeting schedule</li> <li>• Committees review their respective standards and determine evidence needed</li> <li>• Committee chairs send questions for Accreditation Survey to Accreditation Oversight Committee</li> </ul>	
March 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>• Committees commence work to develop descriptive summary and gather evidence</li> <li>• Accreditation Oversight Committee develops survey</li> <li>• ACCJC ALO Training Workshop</li> <li>• Standards Committees meet, collect data and evidentiary documents</li> <li>• AOC reviews progress</li> <li>• ALO &amp; VPAA meet with Standards Chairs</li> </ul>	

April 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>Standards Committees meet, collect data and evidentiary documents</li> <li>AOC reviews progress</li> <li>ALO &amp; VPAA meet with Standards Chairs</li> </ul>	
May 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>First draft due to AOC middle of May</li> </ul>	
June 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>Committees continue to meet and review progress</li> <li>Continue to collect evidentiary documents</li> <li>Editing process of draft begins</li> </ul>	
July 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>Committees continue to meet and review progress</li> <li>Continue to collect evidentiary documents</li> </ul>	
August 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>Committees continue to meet and review progress</li> <li>Continue to collect evidentiary documents</li> </ul>	

September 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>• Second draft due to AOC middle of september</li> </ul>	
October 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>• Third draft due to AOC</li> </ul>	
November 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>• Fourth draft due to AOC</li> </ul>	
December 2013	Standards Committees AOC; ALO; VPAA	<ul style="list-style-type: none"> <li>• Final draft due to AOC</li> </ul>	
January 2014	AOC, VPAA, ALO	<ul style="list-style-type: none"> <li>• AOC synthesizes all standards into Self Evaluation</li> </ul>	
February 2014	AOC, VPAA, ALO	<ul style="list-style-type: none"> <li>• AOC begins preparation of Introduction Sections of Self Evaluation Report</li> <li>• Self Evaluation draft finalized for dissemination to committees and college community</li> </ul>	

March 2014	AOC, VPAA, ALO Participatory Governance Committees; Academic Senate	<ul style="list-style-type: none"> <li>• First reading committee review of Self Evaluation Report</li> <li>• College-wide forums</li> <li>• Introduction Sections completed</li> </ul>	
April 2014	AOC, VPAA, ALO Participatory Governance Committees; Academic Senate	<ul style="list-style-type: none"> <li>• Second reading college participatory governance committees</li> <li>• Editing process of Self Evaluation Report</li> </ul>	
May 2014	VPAA, ALO	<ul style="list-style-type: none"> <li>• Final draft due to ALO and VPAA</li> <li>• Final draft is sent to BOT for first reading</li> </ul>	
June 2014		<ul style="list-style-type: none"> <li>• BOT approval of Self Evaluation Report</li> </ul>	
July 2014		<ul style="list-style-type: none"> <li>• Report sent to ACCJC</li> </ul>	



August-September 2014	College President, VPAA, ALO	<ul style="list-style-type: none"> <li>Logistics for Comprehensive Team Visit</li> <li>Prepare website for public view</li> </ul>	
October 2014	Entire College Community	<ul style="list-style-type: none"> <li>Comprehensive Team Visit</li> </ul>	

\*Notes

Phase 2: Evidence Gathering and Drafting Response to Standards
Phase 3: Organize evidence and revise response to ACCJC Standards
Phase 4: Develop Action Plans
Phase 5: Write Introductions for Standard Sections
Phase 6: Final Edits and reviews; Board Approval process; Printing; submittal to ACCJC; Distribution to Campus Community

## APPENDIX C

### Standards Chairs

<b>Accreditation Oversight Committee:</b> <b>Institutional Effectiveness and Assessment Committee Members</b> <b>Co-Chairs: Linda Rose, Ed.D., Vice President Academic Affairs</b> <b>Bonita Jaros, Ph. D, Accreditation Liaison Officer</b>		
<b>STANDARDS CO-CHAIRS</b>	<b>PARTICIPATORY GOVERNANCE</b>	<b>STANDARDS TEAMS MEMBERSHIP</b>
<b>Standard I: Institutional Mission and Effectiveness</b> <ul style="list-style-type: none"> <li>• Jim Kennedy (A,B)</li> <li>• Gina Giroux (A)</li> <li>• Elliott Jones (B)</li> </ul>	IE&A	IA. <ul style="list-style-type: none"> <li>• Mary Huebsch</li> <li>• Rita Mitzner</li> </ul> IB. <ul style="list-style-type: none"> <li>• Luis Pedroza</li> <li>• Kristin Guzman</li> </ul>
<b>Standard II: Student Learning Programs and Services</b> <ul style="list-style-type: none"> <li>A. Instructional Programs               <ul style="list-style-type: none"> <li>• Bart Hoffman/Cher Carrera</li> <li>• Monica Porter</li> </ul> </li> <li>B. Student Support Services               <ul style="list-style-type: none"> <li>• Lilia or Micki</li> <li>• Monica Collins</li> </ul> </li> <li>C. Library and Learning Support Services               <ul style="list-style-type: none"> <li>• Shelly Jaffray</li> <li>• Yolanda Garcia</li> </ul> </li> </ul>	A. C&I Council; TLC B. Student Success Committee C. C&I; TLC	IIA <ul style="list-style-type: none"> <li>• Sue Garnett</li> <li>• Cherylee Kushida</li> <li>• Matthew Beyersdorf</li> <li>• Kris Ross</li> <li>• Lance Lockwood</li> </ul> IIB <ul style="list-style-type: none"> <li>• Dennis Gilmour??</li> <li>• Julia Vercelli</li> </ul> IIC <ul style="list-style-type: none"> <li>• Brian Sos, Ph.D.</li> <li>• Dalva Dwyer</li> <li>• George Sweeney</li> </ul>
<b>Standard III: Resources</b> <ul style="list-style-type: none"> <li>A. Human Resources               <ul style="list-style-type: none"> <li>• Christine Kosko</li> <li>• Madeline Grant</li> </ul> </li> <li>B. Physical Resources               <ul style="list-style-type: none"> <li>• Jim Kennedy/Michael Collins</li> <li>• John Zarske</li> </ul> </li> <li>C. Technology Resources               <ul style="list-style-type: none"> <li>• Allen Dooley, Ed.D./Becky Miller</li> <li>• Susan Gaer</li> <li>• Cherylee Kushida (DE)</li> </ul> </li> <li>D. Financial Resources               <ul style="list-style-type: none"> <li>• Michael Collins, Ed.D.</li> <li>• Ray Hicks</li> </ul> </li> </ul>	A. IE&A B. Facilities Committee; Environmental Workgroup C. SACTAC D. Planning and Budget Committee	IIIA <ul style="list-style-type: none"> <li>• Andy Gonis</li> <li>• Glenn Doolittle</li> </ul> III B. <ul style="list-style-type: none"> <li>• Kathleen Takahashi</li> <li>• Kimo Morris</li> <li>• Zack Fish</li> </ul> III C <ul style="list-style-type: none"> <li>• Bruce Nichols</li> <li>• KC Huynh</li> </ul> III D <ul style="list-style-type: none"> <li>• Mike Kelcher</li> </ul>
<b>Standard IV: Leadership and Governance</b> <ul style="list-style-type: none"> <li>A. Decision-Making Roles and Processes               <ul style="list-style-type: none"> <li>• Avie Bridges/Don Mahany</li> <li>• Rick Manzano</li> </ul> </li> <li>B. Board and Administrative Organization</li> </ul>	A. College Council B. Academic Senate C. IE&A	IV A. <ul style="list-style-type: none"> <li>• Crystal Jenkins</li> <li>• Michele Parolise</li> <li>• Mary Castellanos</li> </ul> IV B <ul style="list-style-type: none"> <li>• Jodi Coffman</li> <li>• Claire Coine</li> </ul>

<ul style="list-style-type: none"> <li>• Sara Lundquist, Ph.D.</li> <li>• Jeff McMillan</li> </ul>		
Notes: VPAA and ALO discuss role of participatory governance committees	All will be sent to College Council	



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Agenda**  
**February 27, 2013; 2:00-4:00pm; A-105**

**To:** Distribution

**From:** Bonnie Jaros and Linda Rose, Co-Chairs, Institutional Effectiveness and Assessment Committee

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

- I. Approval of Minutes February 13, 2013
- II. Institutional Effectiveness Task: Master Plan Scan of Planning Documents
- III. Accreditation Update: Standards Committee Co-Chairs; Review of Planning Agenda within Midterm Report of 2011 (Please bring copy)
- IV. Institutional Effectiveness Workshop—March 1, 2013 (Please bring document)
- V. Participatory Governance Reports
  - E. Planning and Budget: SAC; District
  - F. Facilities Committee
  - G. SACTAC
  - H. Student Success/BSI
- VI. Other
- VII. Future Agenda: Tasks for Spring 2013
  - A. Review of RSCCD Implications for Planning; RSCCD Goals and Objectives
  - B. SAC Goals Template with Objectives

**Members:**

Cher Carrera, Ed.D.

Michael T. Collins, Ed.D.

Sue Garnett (alternate SCE)

Raymond Hicks

Bonita Jaros, Ph.D.

James Kennedy

Sara Lundquist, Ph.D.

Nga Pham

Denise Phillips

Linda Rose, Ed.D.

John Zarske

**cc:** Erlinda J. Martinez, Ed.D.

Raúl Rodríguez, Ph.D.

John Didion

Jeff McMillan, Ph.D.

Kennethia Vega

Marta Barker

Karen Scott

Geni Lusk