



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**August 30, 2013**

**To:** Distribution

**From:** Linda Rose, Ed.D. and Bonnie Jaros, Ph.D., 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

- I. Approval of Minutes May 22, 2013**—The minutes of May 22, 2013 were approved as written.
- II. Institutional Effectiveness Tasks:**
  - A. Accreditation Update: The IE&A committee will serve as the Accreditation Oversight Committee for 2013-2014. The following was reported by Linda and Bonnie:**
    1. There will be a meeting of the Accreditation Standards Team co-chairs on September 6, 2013 from 9:00-12:00 in S-215. The purpose of the meeting is to reaffirm the due dates for all stages of the Self Evaluation Report, disseminate templates for writing the report, discuss the format for the report Action Plans, and share the progress to date of the teams.
    2. Bonnie will send the members of IE&A the Follow-Up Report 2009, Follow-Up Report 2010, Midterm Report 2011 and the Recommendations of the Evaluation Team of 2008 in preparation for the Responses to Recommendations.
    3. Bonnie will be serving on an External Evaluation Team at the College of San Mateo in October. She will attend an ACCJC meeting on September 6<sup>th</sup> in Oakland and bring back all pertinent information related to the exigencies of the Commission as well as the US Department of Education.

4. Both SAC and SCC have requested that the Institutional Research Department provide data for use in the Self Evaluation Report. **(Please see Appendix A.)** If you wish to add a data set to this list, please let Bonnie know as soon as possible. After the data are received, the Oversight Committee will discuss how to incorporate these data into the narrative of the Self Evaluation Report.

**B. Educational Master Plan/ Strategic Plan S13 Update**

1. Each section of the **Educational Master Plan** must be updated to ascertain that all plans are in cohesive alignment and are connected to the college mission statement. As some of the elements within the existing umbrella document are outdated (e.g., the Facilities Plan--now the HMC Facilities Plan; the Technology Plan), and the district is now employing a new budget allocation model (the SB 361 Model), by 2014, a reformulated EMP will be created, which will provide guidance for the planning of the college, with the Strategic Plan at the front of all the plans.
2. **The Strategic Plan** will be updated. Linda and Sara will work on a draft which will identify measures for analysis as well as one standard of excellence for each theme. Bonnie will provide a possible template, which will include the Vision Themes and Goals; Strategies/Actions; and Progress on Goals/Objectives.
3. Bonnie reported the following from the **District Planning and Organizational Effectiveness Committee (POE): a. The District Strategic Plan** and goals were approved by the Board of Trustees on August 19, 2013. **(Please see Appendix B.) b. The RSCCD Comprehensive Master Plan** is now available and needs to be reviewed by the college participatory governance groups: IE&A, the Planning and Budget Committee, and the Facilities Committee. Please go to the *Intranet*; it is the first item on the first page. (Please Note: The title of the document—cover page—says 2013 Comprehensive Facilities Master Plan RSCCD. This will be changed to say 2013 Comprehensive Master Plan.) Please review the document for the September 13<sup>th</sup> meeting of IE&A. **c. the 2007 Functions/Mapping of Responsibilities** document has been revised and reviewed by POE. Please review the document for accuracy within your respective areas. (It will be attached through email.)

**C. Setting College Standards for Student Achievement**—Building on work underway to achieve the President’s “audacious goals,” of improving successful course completion and persistence by 10% between 2011-2015, specific data reflecting baseline and progress measures was shared and will be incorporated into a more in-depth conversation linked to eth Sac strategic Plan at the next meeting.

**III. Other**

- A. Linda and Sara will attend the Chancellor’s Office Conference on September 23-24, 2013 related to the implementation of the Student Success Act. Michael will attend the Association of Chief Business Officials (ACBO) workshop on September 20, 2013 to further analyze the components of Standard III.
- B. The IE&A Committee needs one more representative from the Classified Staff. A student representative will also be sought.

- C. Linda reminded the committee that one of the eligibility requirements for accreditation relates to clarity for students and the public. To that end, the information contained in the College Catalog need clarification in several places. Linda has requested that suggestions be sent to her.

#### **IV. Future Agenda**

- A. Master Calendar of Planning Activities**
- B. Review of Responses to Recommendations: Drafts Submitted from Standards Committees**
- C. Review of Planning Agenda in Midterm Report of 2011**
- D. SAC Participatory Governance Handbook**

### **APPENDIX A**

#### **2014 Accreditation Self Evaluation Data Elements**

The following list of data elements, to be included in each of RSCCD's two colleges' Self Evaluation reports, is a result of collaboration between the offices of Institutional Effectiveness at Santiago Canyon College and Santa Ana College.

#### **Data for the period between 2009-10 and 2012-2013**

1. Service Area Population Demographics (Age, Gender, Ethnicity)
2. Employee Headcount by Demographic (Age, Gender, Ethnicity)
3. **Successful Course Completion Rate (Fall, Spring, Annual)**
4. Retention Rate (Fall, Spring, Annual)
5. **Fall to Fall Persistence**
6. **Number of Degrees Awarded (Annual)**
7. **Number of Certificates Awarded (Annual)**
8. **Transfer Rates (All Transfers, CSU, UC, Other including Out of State and Private) (Annual)**
9. Licensure Exam Pass Rates
10. Job Placement Rates
11. Placement Test Results - English, Mathematics, Reading, ACE or ESL/EMLS (Fall,)
  - a. Table 1: Placements by course
  - b. Table 2: Placements aggregated by CB21 coding (levels below College Level)
  - c. Table 3: Placements aggregated by basic skills status (Basic Skills and Non Basic Skills)
12. Full-time/Part-time Student Ratio (Fall, Spring, Annual)
13. Co-enrolled Student Proportion (Summer, Fall, Spring, Annual)

% of SAC students also enrolled at SCC, % of SCC students also enrolled at SAC
14. Unduplicated Headcount (Summer, Fall, Spring, Annual)
15. Unduplicated Headcount by ZIP Code
16. Enrollment (Seats Filled) (Summer, Fall, Spring, Annual)
17. Number of Students by Major Declaration (Unduplicated) (Annual)
18. Number of Courses (Summer, Fall, Spring, Annual)
19. Number of Sections (Summer, Fall, Spring, Annual)
20. Efficiency (FTES/FTEF) by Discipline (Summer, Fall, Spring, Annual)

**Note:** Elements in bold text indicate these figures are used to assess the institution-set standard metrics dictated by the ACCJC within the 2013 Annual Report.

#### Disaggregation/ Categories

- Credit
  - Traditional (Everything not Non Traditional, including Distance Education Courses)
    - Overall
      - Basic Skills
      - Non Basic Skills
      - CTE
      - DE
        - All DE
          - Hybrid
          - Non Hybrid
  - Non Traditional (SCC=Apprenticeship, SAC=Academies and Business Seminars)
- Non Credit

#### Additional Comparison

Students only taking Face-to-face courses

Students only taking DE courses

Students taking a combination of Face-to-face and DE courses

#### Data Definitions

3. Of all students receiving a grade for a course, how many and what proportion received a letter grade of A, B, C, Credit, or Pass?
4. Of all students receiving a grade for a course, how many and what proportion received a letter grade other than W?
5. Of all students enrolled at the end of the fall term, how many and what proportion returned in the subsequent fall term?
6. From the list of all degrees offered, how many unduplicated students received a degree? What is the total number of degrees awarded?
7. From the list of all certificates offered, how many unduplicated students received a certificate? What is the total number of certificates awarded?
8. Using NSC data, how many SCC/SAC students transferred to a 4-year institution immediately following attendance at SCC? Group students by cohort year.
9. Must come from reports provided by BCTE, may not be widely available.
10. Perkins IV data by TOP code.
14. For each discipline available within the basic skills progress tracker, generate separate reports for Fall 2009 to Spring 2012 and Fall 2010 to Spring 2013 at every Starting Cohort Level available.
15. Headcount from census date and also end-of-term.
16. Headcount from census data and also end-of-term.
17. Enrollments from census date and also end-of-term.
18. Students must have received a letter grade sometime during the cohort

## APPENDIX B



# Rancho Santiago Community College District 2013-2016 Strategic Plan

Goals & Objectives	Responsible Individual(s)/Party
<p><b>RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.</b></p> <ul style="list-style-type: none"> <li>• Continue to determine the needs of the community</li> <li>• Develop sustainable, alternative revenue streams to student educational needs</li> <li>• Continue to monitor student educational preparation</li> </ul>	<p>Planning &amp; Organizational Effectiveness Committee</p> <p>Fiscal Resources Committee, Asst. VC, Educational Services, Foundation Directors</p> <p>Planning &amp; Organizational Effectiveness Committee, Director of Research</p>
<p><b>RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.</b></p> <ul style="list-style-type: none"> <li>• Strengthen outreach and recruitment; develop new and sustain current relationships with key partners and stakeholders</li> <li>• Support regional development by becoming the primary local source of skilled employees for high demand occupations</li> </ul>	<p>Chancellor, Presidents</p> <p>Chancellor, Presidents</p>
<p><b>RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.</b></p> <ul style="list-style-type: none"> <li>• Consistently and accurately measure educational goal completion for university transfer, degrees, certificates and diplomas</li> </ul>	<p>Vice Presidents of Academic Affairs, Director of Research</p>

<ul style="list-style-type: none"> <li>• Support integrated approaches to student success and achievement</li> <li>• Identify economic barriers to student achievement</li> </ul>	Planning & Organizational Effectiveness Committee  Planning & Organizational Effectiveness Committee, Director of Research
<b>Goals &amp; Objectives</b>	<b>Responsible Individual(s)</b>
<b>RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.</b> <ul style="list-style-type: none"> <li>• Maintain and enhance the RSCCD's technological infrastructure</li> <li>• Support faculty development in the areas of innovative pedagogies and curriculum design</li> <li>• Examine course success rates by population served and promote strategies that foster student equity.</li> </ul>	Technology Advisory Group  Chancellor, Presidents, Planning and Organizational Effectiveness Committee  Vice Presidents of Academic Affairs, Director of Research
<b>RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.</b> <ul style="list-style-type: none"> <li>• Support and encourage focused green practices</li> <li>• Utilize current processes to inform program, facilities, human resource and technology allocation</li> <li>• Evaluate the cycle of integrated planning</li> </ul>	Physical Resources Committee  Vice Chancellors  Planning & Organizational Effectiveness Committee

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**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Agenda**

**September 13, 2013**  
**9:00-11:00am; A-105**

**To:** Distribution

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

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  - B. Strategic Plan Update**
  - C. Setting College Standards for Student Achievement**
  - D. Feedback for POE: RSCCD Comprehensive Master Plan; Functions/Mapping of Responsibilities**
- III. Other**
- IV. Future Agenda**
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  - B. Review of Responses to Recommendations: Drafts Submitted from Standards Committees**
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**Members:**

Cher Carrera, Ed.D.

Michael T. Collins, Ed.D.

Sue Garnett (alternate SCE)

Raymond Hicks

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