

**Minutes**  
**December 7, 2022**

2:00 – 3:00pm

Zoom- <https://cccconfer.zoom.us/j/93732271856>

## Santa Ana College Mission: **Santa Ana College inspires, transforms, and empowers a diverse community of learners.**

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

**Voting Members**: Dr. Fernando Ortiz (co-chair), Jim Isbell (Interim co-chair), Dr. Vaniethia Hubbard, Dr. Saeid Eidgahy, Jaki King, Tyler Johnson, Kim Smith, Suzanne Freeman, Mike Everett, Andrew Barrios, Monica Macmillen, Robert Stucken, Alejandra Garcia

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**Ex-officio Members (Non-Voting):** Monica Zarske, Dr. Brenda Estrada, Outcomes Assessment Coordinator (vacant), Dr. Jeffrey Lamb

[Virtual Attendees](https://www.sac.edu/committees/IEA/_layouts/15/DocIdRedir.aspx?ID=HNYXMCCMVK3K-1109-758)

1. Introductions and Membership:
2. Public Comments:
3. Action Items:
4. [Approval of Minutes from November 2, 2022](https://www.sac.edu/committees/IEA/_layouts/15/DocIdRedir.aspx?ID=HNYXMCCMVK3K-1109-756) meeting – Motions made to approve November 2023 minutes, minutes approved.
5. [IE&A Committee Governance Document Update](https://www.sac.edu/committees/IEA/_layouts/15/DocIdRedir.aspx?ID=HNYXMCCMVK3K-1109-754) - 2nd Read – Pending items from November were regarding research office membership and whether the Director of Research would be a voting member or become ex-officio and if Research Analyst would remain member or be replaced by Director or Research. – Committee consensus was to appoint Director of Research as ex-officio and keep Research Analyst as voting member.
6. Information:
   1. Participatory Governance Workgroup – Kim Smith - Participatory Governance Handbook will continually be updated throughout the year to provide the most accurate college information and to be compliant for accreditation. Additional members are needed, reach out if you would like to participate.
   2. Planning Processes Workgroup – Dr. Fernando Ortiz – The Integrated Planning Calendar was created with guidance from President Nery and prior semester work from Justin Tolentino. The calendar lists college plans, funding and program cycles to allow for best planning as a college campus.
      1. Dr. Jeffrey Lamb will be joining group as participant.
   3. Classified Representation Workgroup – Tyler Johnson – The workgroup reviewed the membership lists of all active Participatory Governance committees and will be reaching out to co-chairs to determine where the classified representation gaps are, where they can be appointed, and what the expectations are of the appointed classified. A classified training suggestion was made to inform incoming classified staff of shared governance committees – similar to a new faculty institute.
7. Discussion:
8. Subcommittee Reports:
9. Outcomes Assessment – Dr. Jeffrey Lamb will be focusing on ways to improve the state of Outcomes Assessment on campus in light of not having a faculty coordinator.
   1. A classified professional suggestion was made to potentially work on the technical aspect of OA year-round. Example of Curriculum Classified to be parallel to OA classified. Nuventive SLO assessment coordination and research allocation reports to be main job descriptions.
10. Accreditation – Dr. Jeffrey Lamb shared that the focus/goals within Accreditation is to create sustainability over time. The Accreditation committee will be reconvening in the Spring.
11. Program Review – Matthew Beyersdorf shared that the Program Review Committee met and will be working on Spring Program Review presentations and roundtable discussions.
12. Enrollment Management- Dr. Jeffrey Lamb -The Enrollment Management committee met and reviewed instruction calendars, budget, marketing efforts, target setting and student center funding formulas. Spring meeting will go over membership.

Meeting adjourned: 3:00pm

1. Upcoming 2022-2023 Meetings – All meetings are the first Wednesday of the month from **2:00-3:00pm** unless otherwise noted

**Spring 2023**: February 8, 2023 | March 1, 2023 | April 12, 2023 | May 3, 2023