

**Minutes**  
**February 8, 2023**

2:00 – 3:00pm

Zoom- <https://us06web.zoom.us/j/84031823721>

## 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. Jeffrey Lamb (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, Matthew Beyersdorf, Outcomes Assessment Coordinator (vacant), Dr. Jeffrey Lamb, Dr. Daniel Martinez

**Attendees**: Alejandra Garcia, Andrew Barrios, Christina Kim Wagner, Cristina Miranda, Dr. Brenda Estrada, Dr. Daniel Martinez, Dr. Janet Cruz-Teposte, Dr. Jeffrey Lamb, Dr. Marvin Gabut ,Dr. Saeid Eidgahy, Dr. Walter Jones, Jaki King, Jim Isbell, Kim Smith, Mary Steckler

Monica MacMillen, Monica Zarske, Robert Stucken, Suzanne Freeman, Tyler Johnson

Meeting began at 2:05pm

1. Introductions and Membership: Christina Kim Wagner introduced herself as new Director of the Career Center and Dr. Marvin Gabut as Interim Director of Distance Education.
2. Public Comments: None
3. Action Items:
4. [Approval of Minutes from December 7, 2022](https://www.sac.edu/committees/IEA/_layouts/15/DocIdRedir.aspx?ID=HNYXMCCMVK3K-1109-761) meeting: Kim Smith made a motion to approve minutes from December 7, 2022, Andrew Barrios seconded. Minutes passed.
5. Information: IEPI Workgroups
   1. Participatory Governance Workgroup – Kim Smith: Kim shared the latest work done under direction of Dr. Fernando Ortiz. Clarification was made on the full scope of work the Participatory Governance Workgroup is to take on. Dr. Jeffrey Lamb shared that there are IEPI dollars to help support components of the workgroups. Additions made to participants of Participatory Governance Workgroup – Jim Isbell, Dr. Daniel Martinez and Monica Zarske.
   2. Planning Processes Workgroup – Dr. Jeffrey Lamb- The goal under this workgroup is Formally integrate all major planning processes at the College. Some detailed components include - Provide regular campus-wide opportunities for improving understanding of the definition, nature, and purposes of integrated planning as the concept is to be applied at the College; measure understanding before and after these opportunities; make improvements as the findings warrant. Compile an information summary on all major planning processes, including purposes, goals, responsible committee, and schedule.
   3. Classified Representation Workgroup – Tyler Johnson – The goal under this workgroup is to continue expanding classified presence in participatory governance settings. Items mentioned to further this goal are: Utilizing IEPI funding for Classified Conference and Classified Senates. Revamping Classified PD leadership academy, incorporating workshops on Participatory Governance, Senate to Senate work – Academic and Classified.
6. Discussion: Review Participatory Governance Handbook
   1. How Committees Work (Pg.20)
      1. Committee Goals – Mid-Year Review
      2. Committee Evaluation Template
      3. Accreditation Subcommittee Recommended Data
         1. Goal is to improve overall efficiencies, create common agendas, tagging committees, setting timelines on committee goals and creating standard templates and tools to evaluate committee membership and activity. Goal is to become aware of accreditation standards and how they intersect with Strategic Plan. Begin to strategize what the institutional goals are.
   2. Website Review
      1. IE&A
      2. Participatory Governance
   3. Training on Running Committees
      1. Robert Rules of Order – Accreditation subcommittee to create template/ list of recommendations of running committees.
7. Subcommittee Reports:
8. Outcomes Assessment-Dr. Jeffrey Lamb
9. Accreditation – Monica Zarske
10. Program Review – Matthew Beyersdorf
11. Enrollment Management- Dr. Jeffrey Lamb
12. Upcoming 2022-2023 Meetings – All meetings are the first Wednesday of the month from **2:00-3:00pm** unless otherwise noted

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