



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Minutes

October 2, 2024

2:00 – 3:00pm

Zoom- <https://rscdd-edu.zoom.us/j/9908152376?pwd=VDM4NVRra01xR3NRajBaa3ZLQml4UT09>

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. Daniel Martinez (co-chair), Robert Stucken, Dr. Annebelle Nery, Dr. Saeid Edgahy, Dr. Vaniethia Hubbard, Claire Coyne, Dr. Andrew Manson, Sean Small, Mike Everett, Heather Gillette, David Roper, Valeria Rodriguez, Brandon Rocke, Dr. William Nguyen, Dr. David Roper, Kim Smith, Sarah Salas

Ex-officio Members (Non-Voting): Monica Zarske

Participants: Timothy Winchell, Christina Kim Wagner, Caroline Kim, Dr. Liza Chavac, Parisa Samaie, Dawn McKenna-Sallade, Dr. Brenda Estrada, Dr. Marvin Gabut, Tiffany Heremans, Tiffany Heremans, Larisa Sergeyeva, Megan Lange, Geoff Jones, Annie Knight, Christina Kim Wagner

- I. Introductions and Membership:
 - A. Dr. Martinez starts meeting at 2:01pm
- II. Action Items:
 - A. Approval of agenda for October 2, 2024, meeting – Dr. Martinez moves to approve agenda
 - B. Approval of Minutes from September 4, 2024, meeting – Claire Coyne moves to approve minutes, Dr. Hubbard seconds motion
- III. Old Business
 - A. Standardized minutes and agendas, every admin support for a committee can be invited to the Winter intercession to go over the standardization of templates – Dr. Nery
 - i. Kim Smith agrees and follows up on the need to follow up on future agendas
 - ii. Suggests use of Teams to organize
 - B. Dr. Nery suggests orientation for incoming support staff

C. William Nguyen suggests committees do timelines for the academic year

IV. New Business

A. Role of IE&A – Dr. Nery

- i. We need to standardize the committee process so we are aware of what needs to be worked on
- ii. Expectation of how committees function should be set for incoming staff and members
 1. Dr. Hubbard recommends this would be good for ASG so it sets example for representatives
- iii. Workgroup needed to draft local process
- iv. Dr. Nery asks who would like to join and vet for A/R's
 1. Dr. Hubbard volunteers to provide feedback
 2. Sean Small volunteers
 3. Will take 2 meetings so that draft can be provided for the Spring semester and to be added to College Council handbook

B. Program review timeline

- i. Surveys should be sent out to colleges to determine what resources are ongoing and can be allocated – Dr. Nery
- ii. Evaluation should be done after to see what works and what doesn't.
- iii. Updates on resource allocation before the Spring semester, have recommendations to provide to College Council
 1. IRAP: Integrated Resource Allocation Process – Kim Smith
- iv. Dr. Martinez brings up long term calendar
 1. Kim Smith follows up that this calendar is desired by committee for planning
- v. Goes over breakdown of Program Review process
- vi. Dr. Nery and Dr. Eidgahy to meet and plan resources for Program Review to give time for Deans and Faculty to discuss
- vii. Kim Smith agrees with Dr. Nery that November 15 is good due date for Program Review submission
 1. Christina Wagner asks if managers review would be submitted end of November
 2. Recommendations and due date will be documented and polled for 2025-2026
 3. If extension is needed then Academic Senate will need to be contacted
- viii. Nuventive/RARs – these reports take a snapshot of institution, same with capstone – Kim Smith

1. If program review is to guide RAR which guides money spending, there's a deadline/timeline in terms of spending money before end of fiscal year – Dr. William Nguyen

V. Good of the Order

- A. Comprehensive Educational Plan (CEP) goals worksheet
 - i. A plan is a shared governance process
 - ii. Not the responsibility of President's office but of IE&A and College Council – Dr. Nery
- B. Planning calendars – Annual and Long-term
 - i. Committees are reporting out to College Council to help add action items
 - ii. If committee consensus is to allow chairs to update plans then working committee is not needed
 - iii. Dr. Martinez and Claire to work on calendar and want input from committee
 - iv. Mo and chairs to email out planning calendars to respective offices for each plan and ask if there are any updates, this information to be brought back to committee

VI. Subcommittee/Workgroup Reports:

- A. Outcomes Assessment – vacant
- B. Program Review – Kim Smith
 - i. John Steffens has been holding Nuventive workshops
 - ii. Kim has been hosting Program Review office hours
- C. Nuventive/RAR
- D. Accreditation Committee
 - i. Hopes to have ongoing community on an ongoing basis - Monica Zarske
 1. Dr. Nery asks Monica to meet and collaborate for this committee
 2. Dr. Martinez volunteers as well

VII. Good of the Order

- A. Dr. Martinez will send out CEP sheet to the committee by end of month
- B. Meeting adjourned at 3:03pm

VIII. Future Business

- A. Agenda and minute templates
- B. Administrative regulations workgroup
- C. Committee Assessment
- D. Grant Authorization Form
- E. Handbook Review
- F. Membership

