SANTA ANA COLLEGE
Institutional Effectiveness and Assessment
Accreditation · Outcomes Assessment · Program Review · Enrollment Management

Minutes
November 6, 2024
2:00 – 3:00pm
Zoom- https://rsccd-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: Robert Stucken, Dr. Saeid Edgahy, Christina Kim Wagner, Dr. Vaniethia Hubbard, Claire Coyne, Dr. Andrew Manson, Mike Everett, David Roper, Valeria Rodriguez, Dr. William Nguyen, Kim Smith

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

Participants: Parisa Samaie, Megan Lange, Annie Knight, Sarah Salas, Matt Valerius, Brandon Rocke, Janet Cruz-Teposte, Tiffany Heremans, Jaki King

I. Introductions and Membership:
   A. Claire Coyne starts meeting at 2:03pm

II. Action Items:
   A. Approval of Agenda for November 6, 2024
      i. Claire motions to approve, Kim approves, Dr. Eidgahy seconds. Agenda
   B. Approval of Minutes from October 2, 2024
      i. To be tabled until next meeting, editing voting members and participants

III. Old Business
   A. Standardized Minutes and Agendas Retreat – January 24, 2025 9:00am – 12:00pm – Dr. Nery
      i. Claire Coyne – a retreat will be held for Classified Professionals and Management to attend and go through best practices for minutes and agendas templates. Recommendations will also be made.
      ii. Mark Turner asks if it will be recorded since faculty will not be available during this time,

IV. New Business
   A. (Update) Comprehensive Educational Plan (CEP) goals worksheet

    i. Student service areas and Academic divisions would receive this worksheet once sent out, coming in near future – Claire

B. Planning calendars – Long-term

    i. Year long calendar was shared by Claire, calendar to be worked on over the course of the Spring semester

      1. Kim Smith mentions that program review calendars may need to be made for different groups like administrators and faculty

      2. Matt Valerius asked calendar covers for different plans like Nova

C. Enrollment Management Plan

V. Subcommittee/Workgroup Reports:

A. Program Review – Kim Smith

    i. Brings up office hours for Program Review, and Nuventive workshops being lead by John Steffens

    ii. Capstone review end of November, on the cusp of confirming reports being submitted

    iii. Need to double check rubric to make sure it aligns with institutions goals

    iv. Program Review committee is a faculty driven process, requires academic and student service departments to participate

    v. Program Reviews tie into budget approvals that needed to be made by Dr. Nery

    vi. 3 Reports:

      1. Administrative Units

      2. Capstone Review

      3. Yearly Faculty Review

    vii. Should we have someone in ITS to collect this data, DI data may vary from group to group – Dr. Nguyen

      1. Many departments don't know how to find this data and would like to know how to

      2. Courses and student demographic data do not match up – Jaki King

      3. Disability status should be included in the data – Mark Turner

        a. Jaki King follows up that student success and retention dashboard doesn't have updated information from previous years

B. Accreditation

    i. Need of administration to look over Accreditation on the off years – Claire

      1. Work often falls on faculty and staff who are not experienced in this

C. Outcomes Assessment – vacant

    i. Recommendation is to keep Outcomes Assessment while still remaining vacant

            1. A number of interested individuals who would like to participate in this work

VI.   Good of the Order
      A. Claire ends meeting at 2:53
VII.   Future Business
         i. Administrative regulations workgroup
        ii. Grant authorization form
       iii. Handbook review
       iv. Membership
        v. Annual Planning Calendar

Fall 2024: | September 4, 2024 | October, 2 2024| November, 6 2024 | December, 4 2024