SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation · Outcomes Assessment · Program Review · Enrollment Management

Agenda
September 3, 2025
2:00 – 3:00pm
Zoom:

Voting Members: Claire Coyne (co-chair), Saeid Eidgahy, Mike Everett, Jannely Garcia, Tiffany Heremans, Vaniethia Hubbard, Annie Knight, Megan Lange, Andrew Manson, Daniel Martinez (co-chair), Genesis Garcia Perez, Brandon Rocke, Valeria Rodriguez, David Roper, Sarah Salas, Sean Small, Kim Smith, Robert Stucken, Mark Turner, Monica Zarske

Ex-officio Members (Non-Voting): Dr. Daniel Martinez, Kim Smith, Accreditation subcommittee chair, Outcomes Assessment Coordinator (vacant)

1. Action Items
   a. Approval of Agenda for September 3, 2025
   b. Approval of minutes from May 7, 2025
2. Action Items
   a. IE&A Membership
   b. Subcommittee Charge and Membership
      i. Program Review – Kim Smith
         1. Membership
      ii. Accreditation – Jeff Lamb/ALO
         1. Ensure charge is in line with current accreditation standards
         2. Membership
      iii. Outcomes Assessment – Matt Morin
         1. Membership
3. Discussion Items
   a. Map how to move from idea to implementation through committees
      i. Completion of transferable math and English in a student's first year (North Star)
4. Old Business
   a. Tabled item
      i. Grant authorization form
   b. Standardized Minutes and Agendas Retreat
   c. Comprehensive Educational Plan (CEP) – Update
      i. Belongingness
         1. Survey
         2. Focus groups
      ii. Activities DRAFT
   d. Planning calendars
      i. Long-term

---

1. Enrollment Management Plan – Extend to 2025-26
    ii. Annual – Discussion
        1. What to include
        2. Format
        3. Alignment
    iii. Participatory governance committee chairs will be asked for updates
  e. Program review evaluation
    i. Timelines
    ii. RAR process
  f. SAC Participatory Governance Handbook
  g. Committee member role and responsibility
  h. District Planning Design Manual Review
  i. College Council Membership
  j. Process for Review/Creation ARs/BPs
5. Future business