



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Agenda

October 1, 2025

2:00 – 3:00pm

Zoom: <https://rscdd-edu.zoom.us/j/86328997116>

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 October 1, 2025
 - b. Approval of minutes from September 3, 2025
2. Action Items
 - a. IE&A Charter
 - i. Purpose
 - ii. Charge (goals and strategies)
 - iii. Membership
 - iv. Meeting time and frequency
 - v. CEP Implementation Subcommittee
 - b. Subcommittee Charge and Membership
 - i. Program Review – Kim Smith
 1. Charge
 2. Membership
 - ii. Accreditation – Jeff Lamb/ALO
 1. Charge
 2. Membership
 - iii. Outcomes Assessment – Matt Morin
 1. Charge
 2. Membership
3. 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

IE&A meets the first Wednesday of the month from **2:00-3:00pm** via Zoom

Fall 2025: September 3 | October 1 | November 5 | December 3

- 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
- 4. Future business