SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation · Outcomes Assessment · Program Review · Enrollment Management

Agenda
November 3, 2025
2:00 – 3:00pm
Zoom: https://rsccd-edu.zoom.us/j/86328997116

Voting Members: Claire Coyne (co-chair), Saeid Eidgahy, Mike Everett, Jannely Garcia (student representative), Tiffany Heremans, Vaniethia Hubbard, Annie Knight, Megan Lange, Andrew Manson, Daniel Martinez (co-chair), Dawn McKenna, Sarah Salas, Sean Small, Kim Smith, Robert Stucken, Mark Turner

Vacant: Business, Counseling, Fine & Performing Arts, Humanities, Kinesiology, Sciences, Technology

Ex-officio Members (Non-Voting): Claire Coyne, Jeff Lamb, Daniel Martinez, Matthew Morin, Kim Smith

1. Action Items
   a. Approval of Agenda for November 3, 2025
   b. Approval of minutes from October 1, 2025
2. Action Items
   a. IE&A Charter
      i. Purpose
      ii. Charge (goals and strategies)
      iii. Membership
      iv. Meeting time and frequency
   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
            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