



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Minutes

AI Summary

September 3, 2025

2:00 – 3:00pm

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**

Bold = present

The meeting focused on reviewing and refining the Institutional Effectiveness & Assessment (IE&A) Committee's charge, membership structure, and role in supporting participatory governance and accreditation processes at Santa Ana College.

Key Discussion Points

1. Quorum & Agenda Adjustments

The meeting lacked quorum, so action items were converted to information/discussion items. Members discussed whether certain items should have been labeled as informational from the start.

2. Committee Membership Review

The current membership structure was deemed too large and complex, potentially hindering quorum.

Suggestions included:

- Aligning representation with other governance bodies (e.g., College Council).
- Ensuring equitable representation across administrators, faculty, classified professionals, and students.
- Clarifying how members are selected and why certain divisions are represented.

3. Committee Charge & Strategic Role

Dr. Martinez proposed that IE&A should serve as a governance and strategic alignment body, helping other committees:

- Align goals with institutional priorities.
- Develop actionable strategies.
- Ensure goals are within their operational scope.
- The committee would not execute the work but provide feedback and oversight.

4. Accreditation & Midterm Report

Dr. Jeff Lamb presented updates on the midterm accreditation report:

- SAC was reaffirmed in Spring 2022.
- The midterm report is due by March 2026 and will be short (~11 pages).
- IE&A and Academic Senate will play key roles in contributing to sections on student achievement and learning outcomes.

- A timeline for the next full accreditation cycle (due in 2029) was shared.

5. Governance Handbook & Committee Structures

The Participatory Governance Handbook needs updating for consistency and clarity. The accreditation subcommittee membership and structure were discussed, with suggestions to:

- Include chairs of accreditation standards.
- Clarify roles and responsibilities.
- Possibly restructure the handbook to reflect current practices.

6. Operational Efficiency

Dr. Martinez referenced the “3-month rule” (October, March, April) as the only viable windows for substantial work due to academic calendar constraints. Members agreed to use shared documents (e.g., Teams) to collaborate asynchronously before the next meeting.

Decisions & Next Steps

No formal votes due to lack of quorum.

Members agreed to:

- Collaborate via shared documents to revise the committee charge and membership.
- Bring a recommendation to College Council once internal consensus is reached.
- Dr. Lamb will draft updated language for the accreditation subcommittee.
- Claire Coyne will initiate the shared document by the end of the week.

Closing Reflections

Members expressed appreciation for the strategic direction and collaborative spirit. The meeting ended with a commitment to continue refining the committee’s role and structure to better