SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation · Outcomes Assessment · Program Review · Enrollment Management

Minutes
AI Summary
October 1, 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**

Guests: Parisa Samaie

Bold = present

Key Discussions Point

1. Agenda Adjustment and September 3 minutes
CEP Implementation Subcommittee was removed from the agenda and the modified agenda was accepted. .
AI-generated summary of the September 3 meeting was shared. The summary lacked attendance records so attendees were asked to type names in the chat. Approval of minutes was tabled until the next meeting after updates.

2. Committee Charge Revision
The committee is clarifying its role in institutional planning. Proposed changes aim to make the committee more assertive and accountable. There was debate over wording (e.g., "create" vs. "coordinate") to reflect advisory vs. directive roles. There was general agreement to use terms like "coordinate creation and implementation" to soften directive tone.

3. Accreditation & Program Review
IE&A will continue to support accreditation processes and program review. Clarification is needed on how the committee "supports" outcomes. Suggestions included aligning language with existing program review structures.

4. Meeting Frequency & Duration
Due to workload and strategic importance, members discussed extending meeting duration (e.g., 2 hours) or meeting more frequently (e.g., biweekly). A poll will be conducted to determine availability and preferences.

5. Membership Structure
Current structure includes faculty reps from Senate divisions, which may not align with operational divisions. Suggestions included streamlining membership to improve quorum and representation (e.g., by role rather than division).