



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Minutes

AI Summary

November 5, 2025

2:00 – 3:00pm

Voting Members: Claire Coyne (co-chair), **Saeid Eidgahy, Mike Everett**, Jannely Garcia (student representative), **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 Discussion Points

1. Approval of Minutes

Minutes from September 3 & October 1 were reviewed and approved with minor corrections. Dr. Martinez shared that meeting summaries are generated using AI transcription tools, which have been effective.

2. Meeting Time & Frequency

Survey results showed preference for monthly 2-hour meetings over bi-monthly 1-hour meetings. New meeting time: First Wednesday of each month, 1–3 PM. Conflicts with other committees (e.g., SACTAC, SCE leadership) were considered in scheduling.

3. Committee Charge & Membership

Discussion on revising the committee charge, including the possibility to reflect a more assertive and accountable role in institutional planning. Proposed language changes include shifting from “create” to “coordinate” to clarify advisory vs. directive roles. There was general agreement to postpone finalizing the charge until December meeting to allow more time for review.

4. Membership Structure

Concerns were raised about current faculty-heavy composition and lack of representation from areas like finance and academic affairs. Suggestions included:

- Balancing credit and non-credit representation.
- Including VP-level administrators.
- Reassessing subcommittees and their alignment with the committee’s evolving purpose.

5. Subcommittee Review

- **Program Review Committee:** Discussion on renaming it to better reflect its actual role (e.g., Capstone Review Committee).
- **Outcomes Assessment Committee:** Currently rebuilding momentum with new leadership and structure.
- **Accreditation Subcommittee:** Currently inactive; discussion on its future role and membership.

6. December Meeting

Members were encouraged to review the shared document to discuss the committee's purpose statement, charge, and membership after giving time to review. Dr. Martinez and Claire Coyne will provide access to governance handbooks from peer institutions.

7. Good of the Order

Dr. Lamb shared updates on accreditation planning:

- ICER submission due August 1, 2028.
- Focused visit scheduled for Spring 2029.
- Training and preparation begin in Spring 2026.
- Resources and timelines will be shared with the committee.

Meeting ended on a light note with humorous ideas for graduation ceremonies. 😊