



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
April 11, 2012

To: Distribution

From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

Santa Ana College Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Santa Ana College Vision Themes: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community

Members Present: Cecilia Arriaza, Carol Comeau, Ray Hicks, Bonnie Jaros, Sara Lundquist, Linda Rose, John Zarske

Guests: Micki Bryant, Monica Collins, Sue Garnett, Julia Vercelli

- I. Approval of Minutes of March 14, 2012—** The minutes of March 14, 2012 were approved with one correction: Item IIID. There will be an all-day SCE Planning Retreat on March 15, 2012 to develop a School of Continuing Education Mission Statement **based on the existing philosophy statement and to discuss...**
- II. Follow-Up from Mid-Cycle Planning Retreat: Meeting with Table Team I Representatives 2:05-2:45**
 - A. District Vision & SAC Mission Statement Alignment**
 - B. Vision Theme I: Student Achievement**

Julia Vercelli and Micki Bryant joined the IE&A Committee to lead discussion related to Task I and Task II conducted by table Team I. (Please see **Appendix A** and **Appendix B**.)
- III. Follow-Up from Mid-Cycle Planning Retreat: Meeting with Table Team II 3:00-3:40**

A. District Goals & SAC Vision Themes Alignment

B. Vision Theme II: Use of Technology

Monica Collins joined the IE&A Committee to lead discussion with John Zarske related to Task I and Task II of Table Team II. (Please see **Appendix B.**)

- IV. Institutional Effectiveness & Program Review Update—** **A.** The Teaching Learning Committee is in the process of reviewing PA/PR reports. The minutes will be sent to IE&A members. One recommendation of the TLC is that student achievement data will require more profound analysis so goals may be established for continuous improvement. This should be reflected in the next Department Planning Portfolio (DPP). (Please see **Appendix C** for a list of departments under review. To review reports, go to InsideSAC.net to Department Index to the department to Program Review.) **B.** The IE&A Committee approved documents demonstrating planning alignment from the department to the institutional levels for Academic Affairs, Student Services, Administrative Services and President's Cabinet. These will be added to program review documents. (Please see Appendix D.)

V. Other

- A. Program Review Reports—**The Student Services Program Review Report will be sent at the end of next week; the Administrative Services Unit Goals Report will be due in June. Results from these reports will be utilized in the IE&A End-of-Year Report along with PA/PR summary and the End-of-Year reports from the participatory governance committees.
- B. Participatory Governance End-of Year Reports—**End-of Year Reports for the Budget and Planning Committee, Facilities Committee, SACTAC and Student Success Committee are due by June 1, 2012. Bonnie will then prepare the IE&A End-of-Year Report.

C. Future Meeting

- A. Accreditation Update: SLO Report (due October 15, 2012); Preparation for Institutional Self-Evaluation 2014 (Please bring Annotated Standards, ACCJC Rubrics and SAC Midterm Report 2011)**
- B. Enrollment Management**
- C. Reports:**
1. **Planning and Budget: SAC, BAPR, BAPR WG**
 2. **Facilities Committee**
 3. **SACTAC**
 4. **Student Success/BSI**

APPENDIX A
Proposed Revised Mission Statement

Current Mission Statement:

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Proposed Revised Mission Statement:

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and economic development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.



APPENDIX B
DRAFT Strategic Plan 2012-2015
Theme I and Theme II

Theme I: Student Achievement

- A. Transfer/Program Completion B. Excellence in Teaching/Learning C. Literacy across Disciplines**
D. Credit/Non-Credit Articulation E. Eliminate Economic Barriers for Students

GOALS	STRATEGIES/ACTIONS	PROGRESS ON GOALS (include measures—direct and indirect/qualitative & quantitative as appropriate; persons/groups responsible)

Theme II: Use of Technology

- A. Students B. College Environment C. Classrooms**

GOALS	STRATEGIES/ACTIONS	PROGRESS ON GOALS (include measures—direct and indirect/qualitative & quantitative as appropriate; persons/groups responsible)

APPENDIX C PA/PR Timelines

Department	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
Business Division												
Business Administration				x				x				x
Business Applications				x				x				x
Computer Science		x				x				x		
Engineering			x				x				x	
Global Business/Entrepreneurship	x				x				x			
Paralegal	x				x				x			
Counseling Division												
Counseling		x				x				x		
Center for Teacher Education			x				x				x	
Continuing Education												
Adult Basic Education			x				x				x	
Citizenship		x				x				x		
Disabled Student Programs & Services			x				x				x	
English as a Second Language	x				x				x			
Health & Safety				x				x				x
High School Subjects		x				x				x		
Inmate Education				x				x				x
Older Adults			x				x				x	
Parent Education			x				x				x	
Vocational Training				x				x				x
Kinesiology (Formerly Exercise Science)												
Activity and Aerobic Fitness		x				x				x		
Adapted Education			x				x				x	
Analysis, Circuit, and Strength Center Lab				x				x				x
Sports Medicine		x				x				x		
Theory/Lecture			x				x				x	
Health Education				x				x				x

Intercollegiate Sports	x				x				x			
Fine & Performing Arts												
Art		x				x				x		
Dance			x				x				x	
Communications & Media Studies (Journalism)				x				x				x
Music		x				x				x		
Communication Studies (formerly Speech)	x				x				x			
	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
TV/Video			x				x				x	
Theatre				x				x				x
Humanities/Social Sciences												
Anthropology/Sociology/Women's Studies		x				x				x		
Economics/Geography				x				x				x
English/ESL	x				x				x			
Ethnic Studies			x				x				x	
History			x				x				x	
Modern Languages				x				x				x
Philosophy	x				x				x			
Political Science		x				x				x		
Psychology			x				x				x	
Reading				x				x				x
Human Services/Technology												
Auto/Diesel/Welding	x				x				x			
Criminal Justice/Academies				x				x				x
Distance Education			x				x				x	
Family & Consumer Studies				x				x				x
Fire Technology	x				x				x			
Human Development	x				x				x			
Manufacturing Technology		x				x				x		
Nutrition				x				x				x
Occupational Therapy Assistant		x				x				x		
Pharmacy Technology			x				x				x	
Library												

Library and Information Studies			x				x				x	
Library Technology			x				x				x	
Science, Math, & Health Sciences												
Astronomy			x				x				x	
Biology				x				x				x
Chemistry	x					x				x		
EMT			x				x				x	
Geology/Earth Science		x				x				x		
Mathematics	x				x					x		
Medical Assisting				x				x				x
Nursing	x				x					x		
	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
Physics			x				x				x	
Student Services												
Special Services				x				x				x
Study Skills			x				x				x	
SLPA	x				x				x			
Sign Language		x			x				x			

APPENDIX D
Planning Alignment Form based on Program Review



INSTITUTIONAL EFFECTIVENESS and ASSESSMENT COMMITTEE
Institutional Planning Alignment Form Based on Program Review Reports

INSTITUTIONAL PLANNING ALIGNMENT FORM : Department Level

<i>DATE: REPORT:</i>	<i>DISTRICT STRATEGIC PLAN</i>	<i>VISION THEMES of SAC STRATEGIC PLAN</i>	<i>CORE COMPETENCIES</i>	<i>OTHER PLANNING DOCUMENTS (PLEASE LIST)</i>
<i>Goal 1</i>				
<i>Goal 2</i>				
<i>Goal 3</i>				
<i>Goal 4</i>				
<i>Goal 5</i>				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Division Level

<i>DATE: REPORT:</i>	<i>DISTRICT STRATEGIC PLAN</i>	<i>VISION THEMES of SAC STRATEGIC PLAN</i>	<i>CORE COMPETENCIES</i>	<i>OTHER PLANNING DOCUMENTS (PLEASE LIST)</i>
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Academic Affairs Level				
DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Student Services Level				
DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

INSTITUTIONAL PLANNING ALIGNMENT FORM : Administrative Services Level				
DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				

Goal 5				

INSTITUTIONAL PLANNING ALIGNMENT FORM : President's Cabinet				
Portfolio Level				
DATE: REPORT:	DISTRICT STRATEGIC PLAN	VISION THEMES of SAC STRATEGIC PLAN	CORE COMPETENCIES	OTHER PLANNING DOCUMENTS (PLEASE LIST)
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

NOTE: Please indicate the date and report type, e.g., Annual Department Planning Portfolio; quadrennial capstone PA/PR Report; annual Administrative Unit Outcomes Report; etc. Summarize the goals in a few words for identification purposes. These will be obtained from the annual DPP or the capstone PA/PR reports as well as the annual Student Services Planning Portfolio and Triennial Program Review; and annual Administrative Services (AUOs) Unit Outcomes. Then please utilize the numbers from the respective documents indicated above, e.g., District Strategic Plan Goal 1: Learning Community Environment; Vision Theme IA: Student Achievement—Academic Literacy; Core Competency IA: Communication Skills—Listening and Speaking. Please add cells if there are more goals.

Approved for incorporation into program review documents by IE&A 04-11-12



SANTA ANA COLLEGE
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Agenda
April 18, 2012; A-105; 2:00-4:00pm

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- I. Approval of Minutes of April 11, 2012**
- II. Follow-Up from Mid-Cycle Planning Retreat: Meeting with Table Team III Representatives 2:05-2:45**
 - A. District Strategic Plan & SAC Strategic Plan**
 - B. Vision Theme III: Innovation**
- III. Follow-Up from Mid-Cycle Planning Retreat: Meeting with Table Team IV 3:00-3:40**
 - A. District Goals & SAC Core Competencies**
 - B. Vision Theme IV: Community**
- IV. Institutional Effectiveness & Program Review Update**
- IV. Other: Program Review Reports; Participatory Governance End-of Year Reports**
- V. Future Meeting**
 - A. Accreditation Update: SLO Report (due October 15, 2012); Preparation for Institutional Self-Evaluation 2014 (Please bring Annotated Standards, ACCJC Rubrics and SAC Midterm Report 2011)**

B. Enrollment Management

C. Reports:

- 1. Planning and Budget: SAC, BAPR, BAPR WG**
- 2. Facilities Committee**
- 3. SACTAC**
- 4. Student Success/BSI**

Members:

Cecilia Arriaza	Denise Phillips
Carol Comeau	Linda Rose
Paul Foster	John Zarske
Ray Hicks	
Bonnie Jaros	
James Kennedy	
Sara Lundquist	
Nga Pham	

cc: Dr. Erlinda Martinez
Dr. Raúl Rodríguez
Mr. John Didion
Dr. Jeff McMillan
Ms. Kennethia Vega
Ms. Marta Barker
Ms. Karen Scott
Ms. Geni Lusk

bnj/04-12-12