



**SANTA ANA COLLEGE**  
**Institutional Effectiveness and Assessment Committee**  
**Minutes**  
**April 27, 2011**

**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, Paul Foster, Sue Garnett (for Ed Ripley), Ray Hicks, Bonnie Jaros, Sara Lundquist, Denise Phillips, Sharon Whelan, John Zarske

- I. Approval of Minutes of March 30, 2011**—The minutes of March 30, 2011 were approved as written.

**Please Note:** The meeting of April 13, 2011 was cancelled due to a conflict with BAPR Workgroup. Bonnie met with Denise Phillips to orient her to the work of the IE&A Committee. The IE&A Committee welcomes our two new classified representatives: Cecilia Arriaza and Denise Phillips.

- II. Accreditation–Midterm Report: Update of Workgroups**—The following timeline has been set to complete the work of the Midterm Report:
1. Paul and Bonnie will meet to complete the District as well as the College Planning and Budget recommendation; after this, they will meet with Ray, John and Jeff.
  2. Bonnie will send the draft to President Martinez for review and then schedule a meeting with the president on or about May 6<sup>th</sup>.
  3. After the president infuses her comments, she will send the draft to the college community for comment between May 9-16<sup>th</sup>.
  4. The workgroups will continue to work through June to complete the narratives and cull the appropriate documents. Paul and Bonnie have been

collecting documents related to planning and budget; Nga and Bonnie have been collecting documents related to the Board of Trustees responses.

5. John Weispfenning is working on the attendance recording response and will provide that to SAC. Bonnie will provide the planning and budget as well as the two Board of Trustees responses to SCC.

- III. Strategic Plan Update S11**—The most recent draft will be sent with the minutes of today's meeting. IE&A liaisons need to complete work on the sections of responsibility by the next IE&A meeting on May 11<sup>th</sup>.
- IV. BSI Update**— A framework was established for the 2011-2012 budget year formalizing the budget allocation process for BSI. To that end, proposals for projects will be adjudicated according to a template and established rubric related to BSI requirements and needed reporting elements.
- V. Facilities Committee Report**—The Facilities Committee is working on goals for next year within the End-of-Year Report. In addition, the HMC *Facilities Master Plan* will be released shortly.
- VI. Planning and Budget**
  - A. District**—**1.** The follow-up meeting for the district-wide *Strategic Plan* will take place May 6, 2011. **2.** The group designated to work on metrics for Board of Trustees goal analysis has completed its preliminary recommendations. They will be reviewed by the joint cabinets at the district level, and the chancellor will present the results to the Board of Trustees. (Please see Appendix A. Note: This is a working draft.)
  - B. College**—**1.** The Planning & Budget Committee is working on the End-of-Year Report as well as a document that will outline the planning efforts of the college. **2.** Sara is working on a matrix which aligns SAC planning efforts to the Board of Trustees goals.
- VII. SACTAC Report**—A mobile website will be live next week. In addition, TAG is still investigating the possibility of utilizing a platform other than Blackboard.
- VIII. Other**

The IE&A Committee would like to thank **Dean Sharon Whelan** for her numerous contributions to this committee as well as the entire college. Thousands of students have benefitted from the work she has done on many fronts during her esteemed career. We wish her all good things in her retirement and want her to know she will be greatly missed.

The next meeting of the IE&A Committee will be May 11, 2011 from 2:00-4:00pm in A-105.

## **APPENDIX A**

### **RSCCD District Goals Measurements**

**April 21, 2011**

1. Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.
  - % of student who is satisfied with their “overall experience” \*
  - % of student who is satisfied with the “effectiveness of my classroom learning experience” \*
  - Identification of learning innovations and the number of students impacted (qualitative, NEW)
2. Provide access and retention for completion programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors.
  - % successful course completion rates \*
  - # transfers from SAC/SCC to 4-year institutions \*
  - # of AA/AS degrees\*, certificates\*, and locally-awarded (NEW)
  - # of certificates of completions (NEW), high school diplomas\*, and locally-awarded certificates (NEW) (noncredit)
  - Amount of financial aid awarded to students \*
3. Update and implement facilities master plans, maximize college and community use of facilities, and incorporate “green” efforts into facilities development and other efforts when cost-effective.
  - Ratio of project completed to project planned (NEW)
  - Energy consumption per square foot (NEW)
  - Water consumption per acre (NEW)
  - Identification of “green” efforts (qualitative, NEW)
4. Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology.
  - # of course sections that offered books online (NEW)
  - # and % of mediated classroom (NEW)
  - # of distance education and hybrid courses offered (NEW)
  - % of programs that have more than 50% of courses in distance mode (NEW)

5. Pursue alternative public and private funding sources to increase the district's fiscal sustainability and to implement the district's vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development.
  - # and \$ of competitive and entitlement grants pursued (NEW)
  - # and \$ of competitive and entitlement grants received\*
  - # and \$ of Foundation contributed to college programs (NEW)
  
6. Maintain a positive, productive working environment for employees, recognizing and embracing diversity and enhancing staff development opportunities that address innovation and technology.
  - Diversity (% ethnicity and gender of FT staff) \*
  - Survey question of development attendance (flex, conference) (NEW)
  - Employee celebration, recognition, communication (qualitative and NEW)
  
7. Expand partnerships with business, labor, community groups, universities, schools, and other public and private agencies in order to enhance the district's resource development; ensure student access and success; ensure robust economic development programs; and be responsive to workforce development needs and high demand career fields.
  - # clients served (NEW)
  - # of training sessions conducted and number of participants served (NEW)
  - Gross economic impact of activities (NEW)
  - Major partnerships at college/district operation (qualitative, NEW)
  
8. Assess the educational needs of the communities we serve, and enhance awareness of the colleges and community involvement through outreach and advocacy among community constituencies and leaders.
  - % of student who is satisfied with their "ability to register for wanted/needed classes"\*
  - % of student who is satisfied with the "variety of classes offered"\*
  - # of students matriculated from non-credit to credit program\*
  - % of feeder high school graduates enrolled as new freshmen\*

NOTE: \* denotes these measures are already included in the 12 Measures of Success



**SANTA ANA COLLEGE**  
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**Agenda**  
**May 11, 2011; A-105; 2:00-4:00pm**

**To:** Distribution

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

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

- I. Approval of Minutes of April 27, 2011**
- II. Accreditation–Midterm Report: Update of Workgroups**
  - A.** District Recommendation 1: Planning and Budget Integration
  - B.** District Recommendation 2: Computer-based Student Attendance Recording System
  - C.** District Recommendation 3: Communication Process between Trustees and District Employees
  - D.** District Recommendation 4: Board Self-Evaluation Policy
  - E.** College Recommendation 1: Planning and Budget Integration
  - F.** College Recommendation 2: Diversity Plan
  - G.** College Recommendation 3: Communication with Classified Employees
  - H.** Response to Self-Identified Issues in the Planning Agenda of the Institutional Self Study 2008
- II. Strategic Plan Update S11**
- III. BSI Update**
- IV. Facilities Committee Report**
- V. Planning and Budget**
  - A.** District
  - B.** College
- VI. SACTAC Report**
- VII. PA/PR—TLC End-of Year Report**

**VIII. Program Reviews: Student Services, Administrative Services, President's Cabinet Portfolio**

**IX. Future Agenda**

- A. College-Wide Strategic Plan 2007-2015 *Mid-Plan Review* Event F11
- B. End-of-Year Reports other Participatory Governance Committees
- C. IE&A *End-of-Year Report* S11
- D. *Midterm Report* Feedback
- E. Planning and Budget: BAM Update; Planning Model and Related Documents (SAC)
- F. **Priority Action Items** for Summer 2011

**Members:**

Cecilia Arriaza  
Paul Foster  
Norm Fujimoto  
Ray Hicks  
Bonnie Jaros  
Sara Lundquist  
Nga Pham

Denise Phillips  
Ed Ripley  
Sharon Whelan  
John Zarske

**cc:** Dr. Erlinda Martinez  
Dr. Raúl Rodríguez  
Mr. John Didion  
Dr. Jeff McMillan  
Ms. Sue Garnett  
Ms. Kennethia Vega

**bnj/04-28-11**