SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
October 26, 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: Carol Comeau, Bonnie Jaros, Sara Lundquist

I. **Approval of Minutes of September 21, 2011—**The minutes of September 21, 2011 were approved as written by members present. Please review them and let Bonnie know by October 28th if you recommend changes.
   Please note: Since the last meeting of the IE&A Committee, there have been two changes to the PA/PR 2012 reporting schedule: The Chemistry and Counseling departments will be completing a PA/PR Capstone Review in 2013. A revised calendar has been posted on InsideSAC.net.

II. **College-Wide Strategic Plan 2007-2015** *Mid-Plan Planning Retreat F11* **(See Appendix A)**
   A. **Update from the Workgroup—** Bonnie gave the workgroup report and suggestions were made. President Martinez will be invited to the next meeting of IE&A to give her recommendations so we may proceed with planning the March 2nd event. Sara will procure U-201A.

III. **RSCCD Strategic Plan** –Bonnie is working on a document to align the District Strategic Plan with the SAC Vision Themes (See Appendix B).

IV. **Accreditation Update**
   A. *Midterm Report*—The *SAC Midterm Report* was approved by the board of Trustees on October 10, 2011 and sent to the Commission, which has acknowledged receipt.
   B. **Preparation for Self Study 2014—**Planning for the October 2014 Institutional Self Evaluation will occur spring 2012. Linda and Bonnie will work on preparing documents for review.

V. Reports:
   A. Planning and Budget: SAC, BAPR, BAPR WG—BAPR has voted to expand BAPR Workgroup to include a planning component. Each college will appoint designees to provide this function. President Martinez has appointed Ray Hicks, president of the Academic Senate, Linda Rose, Vice President of Academic Affairs, and Bonnie Jaros, IE&A Coordinator.
   B. Facilities Committee—It was reported that state approval will be sought for renovation of Dunlap Hall, which could proceed summer 2012.
   C. SACTAC—Ray Hicks will join SACTAC to maintain linkage to district TAG as well as reporting to IE&A.
   D. Program Review & Institutional Effectiveness—In an effort to align planning and budget explicitly, Linda and Bonnie are working on a more robust linkage of the annual Department Planning Portfolio (DPP) with the quadrennial PA/PR capstone process. The deans are currently working with chairs in their respective divisions on division goals and plans. Linda is also working on an Academic Affairs Area Plan which would include the department level, the division level and other areas of responsibility contained with Academic Affairs.

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APPENDIX A
Mid-Plan Planning Retreat
Notes: Workgroup 10-12-11
Sara Lundquist, Linda Rose, Bonnie Jaros

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Proposed AGENDA
March 2, 2012; 8:00am-1:00pm; U-201A

8:00-8:30 Reception and Coffee
8:30-8:45 Welcome: President Martinez
8:45-9:15 Orientation: Program Facilitators
   A. History of the 2007-2015 Strategic Plan
   B. Accreditation
   C. Changes at the College since 2007, e.g., Facilities Master Plan, Budget Crisis, Program Review and the Future
9:15-9:30   A. Instructions for Our Work for Today
9:30-11:30   B. Work on Teams by Vision Themes (each table 8 people with one IE&A facilitator)
11:30-12:00   Break and Buffet Lunch
12:00-12:30   Report Out
12:30-1:00   Wrap Up: Program Facilitators
   A. What did we do today?
   B. How will we report back to you? To the college community?
   C. Follow-Up Activities

What results do we want as a result of this retreat?
1. **Vision theme narrative: What does it mean? How does it relate to the college mission? How does it integrate to student success?**
2. **How will we actualize the vision theme throughout the college/**
3. **Plan of action chart**

PLAN OF ACTION CHART

	What?	Who?	How to measure?	By When?
President's Cabinet				
Academic Affairs				
Student Services				
Administrative Services				
Academic Senate				
CSEA—Classified staff (not collective bargaining aspect)				
Student Leaders				
Community and Partners				
Other				

PROPOSED DOCUMENTS

Erlinda and Sara's articles
Examples DPP/ PA/PR
Links
Paul's Budget docs
District Strategic Plan
BOT Vision and RSCCD Goals
College Vision Themes
SAC Mission Statement and Core Competencies
12 Measures of Success
Accreditation Rubrics
Progress Report of each Vision Theme S11

TO DO:

Invite Chancellor Rodriguez
Clarify expectations of tables and develop specific materials for each table to utilize
Gather 1-2 seminal articles to send prior

Select facilitators (IE&A members)
> **Train facilitators for specific purpose of this meeting**
> **Develop Facilitator Guide**

Participation list, e.g., Executive Committee Academic Senate, Executive Committee ASB,
> **Classified, Management, Faculty at large (senior, recently tenured, brand new)**

Develop observation protocol

Select supplies and technical needs (e.g., flipcharts, laptops, thumb drives, pens, projector)

APPENDIX B

Rancho Santiago Community College District
Strategic Plan 2011-2013
Alignment to Santa Ana College Vision Themes

RSCCD Vision

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity, and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student learning outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

SAC 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.

Santa Ana College Core Competencies

1. Communication Skills	**a. Listening and Speaking** Students will listen actively and respectfully to analyze the substance of others' comments. Students will speak in an understandable and organized fashion to explain their ideas, express their feelings, or support a conclusion. **b. Reading and Writing** Students will read effectively and analytically and will comprehend at a college level. Students will write in an organized and grammatically correct fashion to explain their feelings and support a conclusion.
2. Thinking and Reasoning Students will identify and analyze real or potential "problems" and develop, evaluate, and test possible solutions using creative thinking, analysis and synthesis, quantitative reasoning, and/or transfer of knowledge and skills to a new context as appropriate.	**a. Creative Thinking** Students will develop the skills to formulate original ideas and concepts in addition to integrating those of others in the creative process. **b. Critical Thinking** Students will think logically in solving problems; explaining their conclusions; and evaluating, supporting, or critiquing the thinking of others. **c. Ethical Reasoning** Students will demonstrate an understanding of ethical issues that will enhance their capacity for making sound judgments and decisions. **d. Quantitative Reasoning** Students will use college-level mathematical concepts and methods to understand, analyze and explain issues in quantitative terms.
3. Information Management	**a. Information Competency** Students will do research at a level that is necessary to achieve personal, professional and educational success. They will use print material and technology to identify research needs, seek, access, evaluate and apply information effectively and responsibly. **b. Technology Competency** Students will use technology learning tools and technology applications at a level appropriate to achieve discipline-specific course requirements and standards. Demonstrated skills might include, but are not limited to: word processing and file management; use or development of simulations, web pages, databases; graphing calculators; etc.

4. Diversity Students will develop individual responsibility, personal integrity, and respect for diverse peoples and cultures of the world.	**a. Cultural** Students will respect and work with diverse people including those with different cultural and linguistic backgrounds and different abilities. **b. Social** Students will interact with individuals and within groups with integrity and awareness of others' opinions, feelings and values. **c. Environmental** Students will demonstrate an understanding of ethical issues that will enhance their capacity for making decisions and sound judgments about the environment.
5. Civic Responsibility Students will take personal responsibility for becoming informed, ethical and active citizens of their community, their nation and their world.	
6. Life Skills	**a. Creative Expression** Students will produce artistic and creative expression. **b. Aesthetic Appreciation** Students will respond to artistic and creative expressions. **c. Personal Growth** Students will demonstrate habits of intellectual exploration, personal responsibility, and practical and physical well-being. **d. Interpersonal Skills** Students will participate effectively in teams, committees, task forces, and in other group efforts to make decisions and seek consensus.
7. Careers Students will develop the knowledge and skills necessary to select and develop careers.	

SANTA ANA COLLEGE
VISION THEMES
Aligned to RSCCD Board of Trustees Goals

I. Student Achievement [1, 2]
  A. Increase academic literacy and learning across disciplines
  B. Eliminate economic barriers to student achievement
  C. Increase program completion/transfer/employment rates for all students
  D. Promote and sustain excellence in teaching/learning
  E. Increase credit/non-credit articulation

II. Use of Technology [4, 6]
  A. Graduate students with highly competitive skills for continuing education and professional life
  B. Provide a technology-rich environment for faculty, staff and students
  C. Provide innovative classroom technologies that will enable faculty to enhance and facilitate student learning

III. Innovation [1, 2, 4, 5]
  A. Increase development of innovative teaching techniques
  B. Help students embrace scholarship, inquiry and a love of learning
  C. Access/Outreach: Enhance opportunities for student access to non-traditional delivery modes

IV. Community [1, 2, 7, 8]
  A. Promote a higher "achievement attitude" among our prospective student population and supporting networks
  B. Extend an awareness of the college as part of the community
  C. Increase interest in lifelong learning/healthful living across the college
  D. Increase awareness and practice of healthful living across the college and community
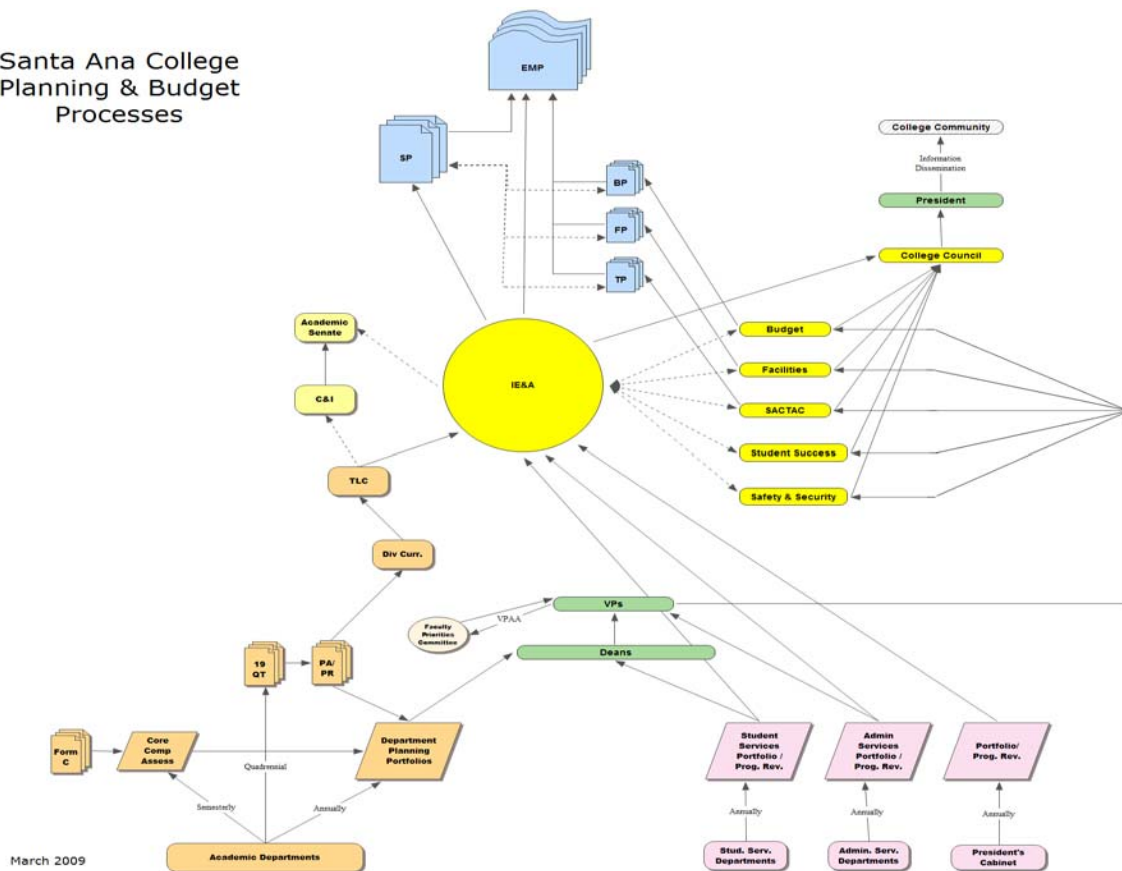
V. Workforce Development [5, 7, 8]
  A. Expand and identify partners and collaborate with industry and communities to identify workforce needs
  B. Integrate basic skills and workplace competencies
  C. Support regional development by becoming the primary local source of skilled employees for high demand occupations

VI. New American Community [1, 3, 6]
  A. Increase awareness and foster proactive civic responsibility
  B. Increase "Green" efforts throughout the college

C. **Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution.**

D. **Create an environment among faculty, staff and students that encourages cross-disciplinary collaboration, activities and dialogues**

Santa Ana College Planning & Budget Processes

March 2009

RSCCD Goals and Santa Ana College Strategic Plan Vision Themes

District Goal	District Objective	SAC Vision Theme/ Committees	Vision Theme Objectives
1. Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.	8.1 Identify learning innovation & projected number of students impacted. 8.2 Continue to monitor student satisfaction and student centeredness (both credit & non-credit) 1.3 Identify events and ceremonies where students can be recognized.	1. Vision Theme I, III, IV, VI/ C&I, TLC, IE&A, President's Cabinet, Student Success Committee, BSI, College Council	A. Increase academic literacy and learning across disciplines B. Eliminate economic barriers to student achievement C. Increase program completion/transfer/employment rates for all students D. Promote and sustain excellence in teaching/learning E. Increase credit/non-credit articulation F. Increase development of innovative teaching techniques G. Help students embrace scholarship, inquiry and a love of learning H. Access/Outreach: Enhance opportunities for student access to non-traditional delivery modes I. Promote a higher "achievement attitude" among our prospective student population and supporting networks J. Extend an awareness of the college as part of the community K. Increase interest in lifelong learning/healthful living across the college L. Increase awareness and practice of healthful living across the college and community M. Increase awareness and foster proactive civic responsibility N. Increase "Green" efforts throughout the college O. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution. P. Create an environment among faculty, staff and students that

			encourages cross-disciplinary collaboration, activities and dialogues
2. Provide access and retention for completion of programs, including transfer, vocational and high school diploma programs; and prepare students for success in their academic, career and personal life endeavors	2.1 Prioritize class offering to match change of CCC's (i.e., transfer, CTE, BS) 2.2 Manage our current enrollment challenges with limited funds received from state for FTES 2.3 Examine programs we will focus on and what/who we plan on serving (e.g., distance education) 2.4 Increase number of transfers, degrees and certificates earned 2.5 Examine course success rates by population served	2. Vision Theme I, III, IV/C&I, TLC, Student Success, BSI, President's Cabinet, College Council	A. Increase academic literacy and learning across disciplines B. Eliminate economic barriers to student achievement C. Increase program completion/transfer/employment rates for all students D. Promote and sustain excellence in teaching/learning E. Increase credit/non-credit articulation F. Increase development of innovative teaching techniques G. Help students embrace scholarship, inquiry and a love of learning H. Access/Outreach: Enhance opportunities for student access to non-traditional delivery modes I. Promote a higher "achievement attitude" among our prospective student population and supporting networks J. Extend an awareness of the college as part of the community K. Increase interest in lifelong learning/healthful living across the college
3. Update and implement facilities master plans, maximize college and community use of facilities, and incorporate "green efforts' into facilities development and other efforts where cost effective.	3.1 Support the completion and Board approval of the Colleges' Facilities Master Plans 3.2 Assess unmet facilities needs in order to maximize the utilization 3.3 Create district-wide "green team" taskforce to look at unified district effort to go "green"	3. Vision Theme VI and Facilities Committee	A. Increase "Green" efforts throughout the college B. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution. C. Create an environment among faculty, staff and students that encourages cross-disciplinary collaboration, activities and dialogues

4. Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology.	4.1 Convene a district-wide group to review the distance education program at both colleges to identify efficiencies through collaboration and shared resources. 4.2 Form a sub-committee of Technology Advisory Group charged with brainstorming strategies to maximize the use of existing technology (i.e., implementing the degree audit program). 4.3 Identify minimum standards of service to support distance education courses for both faculty and students 4.4 Identify allocation of technology technicians to the colleges.	4. Vision Theme II, III/ SACTAC	A. Graduate students with highly competitive skills for continuing education and professional life B. Provide a technology-rich environment for faculty, staff and students C. Provide innovative classroom technologies that will enable faculty to enhance and facilitate student learning D. Increase development of innovative teaching techniques E. Help students embrace scholarship, inquiry and a love of learning F. Access/Outreach: Enhance opportunities for student access to non-traditional delivery
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 foundations and district to create plans for capital and program campaigns and alumni association development.	5.1 Explore and make public grant opportunities 5.2 Explore the creation of an emeritus program	5. Vision Theme V/ SAC Foundation/ all academic departments/all student services departments/ BSI	A. Expand and identify partners and collaborate with industry and communities to identify workforce needs
6. Maintain a positive, productive working environment for employees recognizing and embracing diversity, and enhancing staff development opportunities that address innovation and technology.	6.1 Monitor employee satisfaction 6.5 The district shall provide for staff development	6. Vision Theme VI/ President's Cabinet, all administrators Staff development: BSI, TLC	A. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution. B. Create an environment among faculty, staff and students that encourages cross-disciplinary collaboration, activities and dialogues

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.	7.1 Create an RSCD/SAC/SCC inventory of current partnerships and evaluate the depth and quality of the relationship 7.2 Determine which partnerships need to be maintained, further developed, or added	7. Vision Theme V/ CTE Programs	A. Expand and identify partners and collaborate with industry and communities to identify workforce needs B. Integrate basic skills and workplace competencies C. Support regional development by becoming the primary local source of skilled employees for high demand occupations
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.	8.1 Convene a district group charged with developing and aggressive student recruitment campaign that builds from a fresh update on the educational needs of our community of: high school students (including continuing education students working adults non-working adults high demand industries demographic imperatives	8. Vision Theme IV, V	A. Promote a higher "achievement attitude" among our prospective student population and supporting networks B. Extend an awareness of the college as part of the community C. Increase interest in lifelong learning/healthful living across the college D. Increase awareness and practice of healthful living across the college and community E. Expand and identify partners and collaborate with industry and communities to identify workforce needs F. Integrate basic skills and workplace competencies G. Support regional development by becoming the primary local source of skilled employees for high demand occupations

SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Agenda
November 9, 2011; A-105; 2:00-4:00pm

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

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   I.   **Approval of Minutes of October 26, 2011**
   II.   **College-Wide Strategic Plan 2007-2015** *Mid-Plan Planning Retreat F11:* **Update and Recommendations of President Martinez**
   II.   **Institutional Effectiveness & Program Review Update**
         A. **District: RSCCD Strategic Plan; BP Meeting; BOT Self-Evaluation Update**
         B. **College: Academic Affairs Area Plan**
   IV.   **Accreditation Update: Preparation for Institutional self Evaluation 2014**
   V. **Reports:**
         A. **Planning and Budget: SAC, BAPR, BAPR WG**
         B. **Facilities Committee**
         C. **SACTAC**
         D. **BSI**
   VI. **Other**

Members:

Cecilia Arriaza	Denise Phillips	**cc:** Dr. Erlinda Martinez
Carol Comeau	Linda Rose	Dr. Raúl Rodríguez
Paul Foster	John Zarske	Mr. John Didion
Ray Hicks		Dr. Jeff McMillan
Bonnie Jaros		Ms. Kennethia Vega
James Kennedy		Ms. Marta Barker
Sara Lundquist		Ms. Shannon Jackson
Nga Pham		Ms. Geni Lusk

bnj/10-27-11