



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
November 17, 2010

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: Norm Fujimoto, Bonnie Jaros, Nga Pham, Sharon Whelan, John Zarske

- I. Approval of Minutes of October 27, 2010**—The minutes of October 27, 2010 were approved as written.
- II. BAPR/BAPR WG Report**—BAPR met November 10, 2010. Since BAPR will now be receiving all planning-related reports, Accreditation, Human Resources Committee and the District Facility Planning Committee will make regular reports. **A.** The Human Resources Committee has met and passed a motion to have a 30/70 split between SCC and SAC, based on the targeted FTE ratio, for any faculty hiring that will be made this year. Although the Board of Governors has issued a waiver of the FON for 2011-2012 for any district above the state average (57.8%), the district will still conduct hiring of between 15-20 faculty district-wide. (The district is at 63.3% at this time.) Classified staff hiring and non-credit will be reviewed at the next meeting. **B.** The District Facility Planning Committee has met and has reviewed the SAC and SCC Master Plans, major repairs, Measure E updates, scheduled maintenance, and state funding projects.
- III. Accreditation–Midterm Report: Update of Workgroups**—**A.** Bonnie reported the following: **1.** A meeting was held on November 2, 2010 with Chancellor Rodríguez. President Martinez; President Vázquez; Interim Vice President of Academic Affairs, SCC, Aracely Mora; and Bonnie Jaros were present. The purpose of the meeting was to apprise the chancellor

of the colleges' plans for writing the pending *Midterm Reports*, inform him of the background to the responses in the *Follow-Up Reports* 2009 and 2010, and to receive advice and input from him as to how he would like the district/college recommendations handled. As a result of this meeting, the *Chancellor's Accreditation Oversight Group* was formed (with above membership) so the chancellor may be kept continuously apprised of progress and offer feedback. Aracely was designated the lead writer for District Recommendation 1—Attendance Recording System; Chancellor Rodriguez will write a draft of District Recommendation 3—Communication Processes between Trustees and District Employees; Bonnie was designated as the lead writer for District Recommendation 4—Board Self-Evaluation Policy. The chancellor also requested that Aracely and Bonnie meet with John Didion and Nga Pham related to the Board self-evaluation survey instruments. This meeting was held November 15, 2010. **2.** The Board of Trustees held a special meeting on November 8, 2010 to discuss the responses to the survey sent to district, college and community leadership related to their evaluation. The following week, at the Board of Trustees meeting of November 15, 2010, the Board received and reviewed the Board of Trustees Evaluation survey, which they conducted for internal self-evaluation. **3.** Chancellor Rodríguez has requested a meeting with Bonnie to discuss further evaluation of Board goals. John Didion and Nga Pham will be invited to attend this meeting as well. **4.** President Martinez and Bonnie will participate in a conference call with Jack Pond, Vice President ACCJC, on December 1, 2010, to clarify the SAC college recommendation related to the Diversity Plan (CR2). **5.** Bonnie met with President Martinez on November 16, 2010 to give a general update about accreditation. Bonnie recommended a “grid approach” to the *Midterm Report* responses for the *Planning Agenda of the Santa Ana College Report of the Institutional Self Study for Accreditation 2008* section. President Martinez will confer with Jack Pond about this approach, as it would consolidate and simplify and otherwise complicated response approach.

B. Norm reported that he has talked with Sean small and Janet Grunbaum about College recommendation 3: Communication with Classified Employees. Sara and Paula will also be included in this workgroup.

C. John reported that he discussed the College Recommendation 2: Diversity Plan with the Accreditation Chair of the Statewide Academic Senate. In addition, John researched notes from a meeting of the Human Resources Policy Committee of 2008 related to this issue as well as *Board Policy 4102: Recruitment, Selection, Appointment and Transfer of Employees*, which was revised July 13, 2009. Response to this recommendation is pending response from the Commission.

IV. Facilities Master Plan Update—See IIB

V. Environmental Committee—No Report

VI. SACTAC—Norm reported that SACTAC is reviewing the Blackboard platform and alternatives. In addition, the Web Committee met and is investigating a mobile web site for the college.

- VII. Student Success Committee—A.** Several meetings have been held to determine a new format for the Basic Skills Initiative committee structure. Possible leadership structures that would encompass BSI domains but also be framed as institutional scope and focus include coordination, professional development, academic areas and counseling/advisement, regional and state networks and reporting mechanisms. There will be closer alignment between the Student Success Committee and Basic Skills, and there will be a regular BSI report at President’s Cabinet. In addition, discussion is ensuing related to classroom-level data collection and infusion of basic skills across the curriculum into the PA/PR model. Bonnie has been investigating the Collaborative Inquiry Model and will discuss it further with Norm, Sara and BSI faculty leaders. **B.** Planning meetings have been held for the *Winter Convocation* during January flex activities. **C.** Norm, Sharon and Carol Comeau met to discuss preliminary plans to create an accelerated program (in the 8-week session format) of English/Math/Counseling/Reading classes for 1-2 cohorts of Early Decision students for fall 10. If approved, this group could be utilized as a pilot for Collaborative Inquiry.
- VIII. Other—** Since President Martinez would like to see a rough draft of the *Midterm Report* in January, the **December 1, 2010** meeting of IE&A will be dedicated to accreditation.



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Agenda
December 1, 2010
A-105; 2:00-4:00pm

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- I. Approval of Minutes of November 17, 2010**
- II. Accreditation–Midterm Report: Update of Workgroups**
 - A. Response to District Recommendation 1: Planning and Budget Integration
 - B. Response to 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

Members:

Paul Foster
Norm Fujimoto
Paula Garcia
Ray Hicks
Bonnie Jaros
Sara Lundquist
Nga Pham

Ed Ripley
Sharon Whelan
John Zarske

cc: Dr. Erlinda Martinez
Kennethia Vega
Dr. Jeff McMillan
John Didion
Dr. Raúl Rodríguez

bnj/11-17-10