



SANTA ANA COLLEGE

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

Minutes

November 4, 2020

2:00 – 3:00pm

Zoom- <https://cccconfer.zoom.us/j/97210888153>

RSCCD Mission: The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

Santa Ana College Mission: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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

Virtually Present- Dr. Timothy Winchell, Justin Tolentino, Dr. Jarek Janio, Dr. Fernando Ortiz, Janet Cruz-Teposte, Monica Zarske, Ashly Bootman, Mike Everett, Lorena Chavez, Cristina Miranda, Tyler Johnson, Monica Bustamante, Ben Colin, Kim Smith, Michelle Macintyre

- I. Introductions:
- II. Information:
 - A. Minutes from October 7, 2020 meeting- Informational
 - B. Accreditation – Quality Focus Essay
 - i. Dr. Ortiz shared details on The Quality Focus Essay for Accreditation work. Mentioned that Guided Pathways will be the initiative for the Quality Focus Essay and shared a preview on what has been drafted. Noted that Career and Academic Pathways, Program Mapping, formation of Student Success Teams, and Learning and Engagement Team progress will be further outlined in the essay.
 - ii. Dr. Ortiz opened the floor for comments:
 - iii. Dr. Tim Winchell shared that this was an excellent overview and recommended to connect with Dr. Dela Cruz to enhance details on the formation of Success Teams.
- III. Taskforce Updates:
 - A. Participatory Governance Handbook
 - i. Dr. Ortiz shared that The Institutional Effectiveness and Assessment Committee has been charged to update the Participatory Governance Handbook and tasked to create a more thorough document. The Merritt College Template will be used as reference. Dr. Ortiz shared the template on the screen and asked to reconvene a workgroup for this larger task. This Taskforce will meet through rest of Fall 20 and Spring 21

- ii. Ben Colin asked how these meetings would work and how often? Dr. Ortiz shared that a proposed timeline would be created and move backwards to determine when items would be needed. 1 to 2 meetings a month would be needed and it would be called the Participatory Governance Handbook Workgroup
- iii. Justin Tolentino- Shared that the document should demonstrate exactly how decisions are made. Since processes can get confusing if we don't know how things are run.
- iv. Volunteers: Ashly Bootman volunteered. Monica Zarske,

B. Accreditation Standard I Review and Improvement Plan

- i. Justin Tolentino shared that once Standard I has been cleaned up, it will be shared for review and will be looking to create a review team- Standards that relate to this committee should be reviewed by the Institutional Effectiveness Committee as a whole.
- ii. Justin recommended to send the Standard I draft to the entire committee to review for December meeting discussion.

IV. Action Items:

V. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio

- i. Dr. Jarek Janio shared his report on Nuventive. Mentioned that Erika Flores and Chris Sandoval have been a great help and have been able to clean up the Nuventive database and have sent the necessary notifications.
- ii. Dr. Jarek Janio also mentioned that Web advisor will be going away soon.
- iii. Justin Tolentino asked: How is Nuventive being shared to users? – Dr. Janio said the database is on the SAC website.
- iv. Dr. Janio mentioned that by Spring 21 we will know how to analyze data and link to program review and resource allocation.
- v. Justin Tolentino added that the Funding Allocation Process has been put on hold and the Participatory Governance Handbook has taken priority

B. Accreditation – Monica Zarske

- i. Monica Zarske spoke about the ACCJC training that was led by Dr. Webb. Webb brought a complete cultural shift and we were given a perspective of support and reflection versus experiencing fear of doing something wrong. Felt a collaborative approach.
- ii. Reading and Editing on the ISER will be done by 3 Faculty Ashly Bootman, Matt Beyersdorf and Brandon Rocke

C. Program Review – Jaki King

- i. Jaki King was unable to attend the meeting. Report was tabled.

D. Enrollment Management- Dr. Jeffrey Lamb

- i. Ashly Bootman shared a brief report on Enrollment Management in place of Dr. Lamb. Shared that the topic of the last Enrollment Management meeting was providing chairs access for Enrollment management data for tracking rather than just looking at Web advisor.

VI. Upcoming 2020-2021 Meetings – All meetings are the first Wednesday of the month from **2:00-3:00pm** unless otherwise noted – Location- Zoom until further notice

~~VII. Other: *Final College Council PG Handbook Approval December 9, 2020~~

December 2, 2020

February 10, 2021 (Second Wednesday)

March 3, 2020

April 14, 2021 (Second Wednesday)

May 5, 2021

June 2, 2021