

**Participatory Governance Committee
Goal setting and Assessment
Santa Ana College
2021-2022**

Committee/Subcommittee: _____

Reporting Committee: _____

In accordance with our Participatory Governance Handbook:

At the start of each academic year, participatory governance committees are to set attainable and measurable goals, which are then reviewed and assessed at the end of the academic year. Participatory governance committees shall adhere to accreditation standards as they relate to the specific charge of the committee and maintenance of adequate records (meeting minutes).

Assessment of these goals are reported to College Council each year.

Once approved, goals are to be posted to the respective committee webpages. Goals should be assessed and outcomes presented to the respective reporting committee at the end of each academic year. Reporting committees will provide an outcome summary to College Council at the end of the Spring semester.

	Goal	Activities	Measurable Outcome and Method of Assessment	Link to Committee, College Strategic Goal, or other College Plan Goal	Completion Date	Outcome (to be completed at end of Spring semester)
Ex.	Marketing; Improve communication to campus community regarding college center services	- Create and distribute weekly e-blast to students and faculty - Update webpage - Develop marketing plan	- Number of hits/clicks on webpage - Change in number of students served - Increase in student satisfaction with center services	Student Equity Plan 2019-2022; Increase student retention	Spring 2022	
1						
2						
3						
4						

Goals should be:

- *Specific* (clear and concise),
- *Measurable* (how would success be measured or assessed?),
- *Achievable* (challenging, but possible),
- *Relevant* (goal fits within the (sub) committee or strategic goals of the college),
- *Time-bound* (attainable within a reasonable time-frame).

Activities are products (e.g., workshops, trainings, etc.) designed to help accomplish goals.

Outcomes are measurable aspects of the activities (e.g., creation of documents/reports, updating webpages, etc.)