



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Minutes

September 1, 2021

2:00 – 3:00pm

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

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

Members Present: Tyler Johnson, Justin Tolentino, Dr. Fernando Ortiz, Kim Smith, Andrew Barrios, Ashly Bootman, Mike Everett, **Ex-Officio:** Jaki King, Dr. Jarek Janio, Monica Zarske, Dr. Jeffrey Lamb

Guests: Dr. Walter Jones, Timothy Winchell, Dr. Saeid Eidgahy, Mary Steckler, Teresa Mercado-Cota, Janet Cruz-Teposte, Stephanie Clark, Dr. Brenda Estrada, William Nguyen, Caller: 1713***4995

- I. Introductions and Membership: Dr. Fernando Ortiz began the meeting at 2:03 p.m. with introductions by all in the zoom call.
- II. Public Comments: No public comments
- III. Information:
 - A. Minutes from June 2, 2021 meeting: Presented informational minutes and shared that the following committee meeting will have official minutes now that the Institutional Effectiveness and Assessment Committee has been officially added to the Participatory Governance Structure.
 - B. Dr. Ortiz briefly shared the 2021-2022 membership list and asked to please reach out if anyone was interested in filling any of the currently vacant positions.
- IV. Discussion:
 - A. Enrollment Management Subcommittee Report was moved to the top of the agenda discussion – Dr. Jeffrey Lamb shared a draft of the Enrollment Management Plan and its respective data. Will be sharing a completed version to IE&A once modifications to Distance Education and Dual Enrollment have been completed. Would like to keep the plan as a living document.
 - B. Civic Engagement Committee – Teresa Mercado-Cota
 - i. Civic Engagement presentation was given based on College Council recommendation in attempt to find accurate placement of this subcommittee in the Participatory Governance structure.
 - ii. Provided detailed information of the purpose of the committee and the work that has been done thus far in regards to educating students and community on voting and civic engagement matters. Full presentation can be downloaded [here](#):

- iii. Recommendation was made by Dr. Ortiz to have the Civic Engagement Committee complete a committee charge template and present those details to the Student Success and Equity Committee for further review.
- C. Review of PG Handbook Article IV
 - i. Dr. Fernando Ortiz shared PG Handbook Article IV and provided a detailed overview of the committee goal-setting and assessment narrative to be conducted at the beginning of each semester, membership, committee member roles, responsibilities, expectations and engagement. (Page 19 & 20 of PG Handbook)
- D. Establishment of 2021-2022 IE&A Committee Goals- Dr. Fernando Ortiz discussed the establishment of 2021-2022 IE&A Committee Goals based on the purpose, charge and procedures for the committee.
 - i. Comments were presented in regards to:
 - 1. ASG and where they fell in the participatory governance structure
 - o Dr. Brenda Estrada confirmed that they are independent from the participatory governance structure
 - 2. How the following bullet points would be addressed:
 - *Manages institutional planning processes, including accreditation, student and program learning outcomes (SLOs and PLOs), and program review.*
 - *Reports on institutional learning outcomes (ILOs) and communicates with internal and external constituents about the college's results*
 - o Dr. Ortiz confirmed that the subcommittee report-outs to IE&A would keep the committee/chairs informed with current updates on ILOs/SLOs and would then be shared out to College Council as needed/requested. Subcommittee's would "facilitate" rather than "manage" the information
 - 3. What additional support could be offered to the subcommittees in charge of the updating of Accreditation, Ed Master Plan, etc.
 - 4. How would the committee assess or address detailed attention needed when it comes to the updating of college plans
 - o Justin Tolentino confirmed that the committee would begin to work on setting goals that support each of the subcommittees to have as a template or guideline.

V. Action Items - None

VI. Subcommittee Reports

A. Outcomes Assessment – Dr. Jarek Janio

- i. Report was shared on Nuventive and its data transfer. Pending project details on the Nuventive contract are finalized and will be going to the Board for approvals

B. Accreditation – Monica Zarske

- i. Report was shared on the completed ISER document and now awaiting a comprehensive review and feedback before the site visit in March of 2022
- ii. Asked the committee to look at all their committee websites, agendas, minutes, etc. for cleanup of sites before the visit.

C. Program Review – Jaki King

- i. Shared that Program Review would be using their Program Review templates vs Nuventive this semester
- ii. There are 27 programs under review this year

D. Enrollment Management- Dr. Jeffrey Lamb – Moved to discussion point a.

VII. Upcoming 2021-2022 Meetings – All meetings are the first Wednesday of the month from **2:00-3:00pm** unless otherwise noted – S215

Access Meeting Files: [Click Here](#)

October 6, 2021

November 3, 2021

December 1, 2021

February 9, 2022 (2nd Wed)

March 2, 2022

April 13, 2022 (2nd Wed)

May 4, 2022

June 1, 2022