Participatory Governance (Sub)Committee
Goal setting and Assessment
Santa Ana College
2023-2024

Committee/Subcommittee: **Technology Advisory Committee**   Reporting Committee: **College Council**

In accordance with our Participatory Governance Handbook:

At the start of each academic year, participatory governance (sub)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 2023*	
1.	Review and recommend funding proposals to support technology needs identified in the Technology Plan.	- Refer Technology Refresh Plan to Planning & Budget - Review college-wide application software -Recommend department specific technology needs	- Number of related agenda items - Number of recommendations	Integrated Technology Plan: Standardization Initiative #1	February '24	Recommended $1.3M additional funds be allocated for Technology Refresh Plan on Feb. 28.
2.	Research, develop, and deploy accessibility guidance and resources for campus stakeholders.	- Receive a progress report from District ITS on previous recommendation. - Evaluate and make additional	- Number of reports to constituency groups regarding updates received from the District - Number of reports to the District containing	Integrated Technology Plan: Support Initiative #6	Spring '24	Reviewed and discussed report from Districtwide Taskforce on Apr. 24.

#	Goal					
		recommendations as needed.	feedback from constituencies on this topic -Number of supplemental resources developed -Number of related updates to the Integrated Technology Plan			
3.	Partner with campus departments and stakeholder groups to assess the current technology support and training needs of SAC faculty, staff and students.	- Distance Ed faculty and student survey - Send technology-related survey for students, faculty, and staff - Collaborating with Research department for Student Satisfaction survey	- Results of DE faculty and student survey - Results of SACTAC (EDUCAUSE) survey - Results of Student Satisfaction Survey - Available technology inventories have been reviewed	Integrated Technology Plan: Support Initiative #1	EDUCAUSE Survey: Fall '23 Other Surveys: Spring '24	EDUCAUSE survey sent in Fall'23. Analysis was not available in time for the committee to review this year. DE survey for credit & noncredit was still open at the time of this evaluation. Computer and mediation inventories were reviewed as part of the technology refresh plan.
4.	Update SAC's Integrated Technology Plan.	- Review the plan and make updates based off recommendations - Review technology-related positions for hiring - Review SAC Education Master Plan - Review District Strategic Technology Plan - Review Enrollment Management Plan	- Completion of yearly updates to SAC Integrated Technology Plan - Presentation of plan to College Council - Distribution of plan on SAC website	Ed. Master Plan pg. 34	Spring '24	Updates adopted Oct. 25th and Mar. 27th. Reported to College Council. Posted to SAC website.

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.)

Strategic Planning Documents

The College bases its strategic planning on the following institutional and departmental plans:

- Education Master Plan: 2021-2024_SAC_EdMasterPlan.pdf
- Facilities Master Plan (Currently being updated): sac-fmp-2014.pdf
- Technology Plan: Integrated Technology Plan 22-25 (SAC) ; Strategic Technology Plan 2021-2024
- Student Equity Plan Santa Ana College Equity Plan 2022-2025
- Program Review: Program Review (sac.edu)