



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Minutes

AI Summary

December 3, 2025

1:00 – 3:00pm

Voting Members: **Claire Coyne** (co-chair), **Saeid Eidgahy**, Mike Everett, Jannely Garcia (student representative), **Vaniethia Hubbard**, **Annie Knight**, **Megan Lange**, **Andrew Manson**, **Daniel Martinez** (co-chair), **Dawn McKenna**, **Sarah Salas**, Sean Small, **Kim Smith**, **Robert Stucken**, **Mark Turner**

Vacant: Business, Counseling, Fine & Performing Arts, Humanities, Kinesiology, Sciences, Technology

Ex-officio Members (Non-Voting): **Claire Coyne**, **Jeff Lamb**, **Daniel Martinez**, **Matthew Morin**, **Kim Smith**

Guests: **Parisa Samaie**

Bold = present

Key Discussion Points

1. Approval of Previous Minutes

Minutes were approved unanimously despite not being circulated beforehand.

2. Committee Charge

The committee reviewed proposed changes guided by conversations with Dr. Nery. We also clarified language regarding program review including removing confusing reference to student services. (Final phrasing: **“Supports program review processes”**.) Also clarified the committee’s charge regarding annual self-assessment by committees, including subcommittees and workgroups.

3. Membership Structure

Co-Chairs: Faculty Senate President and an administrative co-chair appointed by the college president.

Vice Presidents: Include VP of Academic Affairs, Student Services, and Administrative Services.

Deans: One each from Academic Affairs, Student Services, and Continuing Education (appointed by respective VPs).

Research Representation: Keep both Associate Dean and a Research Analyst.

Classified Staff: Three members from Academic Affairs, Student Services, and Continuing Education.

Faculty: Proposed 3-3-3 model (Academic Affairs, Student Services, Continuing Education) instead of listing all divisions individually.

Students: At least one student representative (appointed by ASG), with flexibility for more.

4. Voting & Quorum

The “ex officio” designation was removed from certain membership positions and now all listed members will be voting members. The committee noted potential governance handbook clarification on quorum rules.

Next Steps

1. Draft will be sent to **College Council** and **Academic Senate** for review.
2. Dr. Martinez will share updated draft and AI-generated summaries with members.