Office of Institutional Effectiveness and Accreditation
www.sac.edu/IE_A

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.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

The mission of the Office of Institutional Effectiveness and Accreditation is to foster consistent and continuous commitment to improving student learning and achievement of educational goals through coordinated planning structures and integrated program review at every institutional level.

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

The Institutional Effectiveness and Accreditation Office achieves its mission through four integrated goals:

I. Student Learning Outcomes/Achievement of Educational Goals
Coordinated Effort with: Equity Coordinator, Research Analyst, TracDat Coordinator

1. Assisting faculty in developing surveys for course and program-level assessment
2. Analyzing data (both quantitative and qualitative)
3. Assisting College Council for evaluating status of Institution-Set Standards for Improvement; IEPI Standards for CCCCO
4. Assisting the Teaching Learning Committee in monitoring and assessing PA/PR capstone reports

II. Integrated Planning

1. Assisting College Council for Strategic Plan updates and Mission Statement review
2. Assisting any participatory governance committee upon request

III. Accreditation

1. Providing leadership in gathering data and preparing updates on the status of internal Actionable Improvement Plans and ACCJC Recommendations
2. Providing leadership in the preparation of Reports to ACCJC
3. Assisting the President in preparation for external evaluation site visits

B. IV. Communication

1. Keeping the college community updated on accreditation issues and status of program review efforts
2. Maintaining an up-to-date website www.sac.edu/IE_A
3. Assisting in the creation and maintenance of the research website
4. Reporting to President's Cabinet upon request

Institutional Effectiveness and Accreditation 2014-2015
July 2015 Status Report

IE&A Goals	Objectives	Status	Recommendations for Systematic Ongoing Improvement Related to All IE&A Goals
I. Student Learning Outcomes/ Achievement of Educational Goals	1. Assisting faculty in developing surveys for course and program-level assessment 2. Analyzing data (both quantitative and qualitative) 3. Assisting the Teaching Learning Committee in monitoring and assessing PA/PR capstone reports 4. Assisting College Council in evaluating the status of	1. The TLC has developed a process for ILO analysis which was approved by the Academic Senate. The ILO of 2014-15 was "Communication Skills." The ILO for 2015-16 is "Thinking and Reasoning." 2. The IE&A Coordinator serves on the Student Success and Equity Committee and is continuing to help develop and advance the Student Equity Plan by meeting weekly with the Equity Coordinator and the Research Analyst. An Institutional Effectiveness and Assessment	A. Based on all three recommendations of the External Evaluation Visiting Team of October 6-9, 2014, which apply to the *two-year rule*, and the body of work necessitated for ongoing institutional effectiveness; program review at the course, program and institutional level (IE&A Goal I); analysis of Institution-Set Standards and the Strategic Plan; integration of planning efforts; and data analysis required for future accreditation reports (IE&A Goals II and III), the IE&A Coordinator/ALO respectfully recommends to President's Cabinet the need for formal integration of Institutional-level Research with the

		Institution-Set Standards for Improvement	Timeline 2015-2016 has been created. http://www.sac.edu/Accreditation/Documents/Follow%20Up%20Report%20Documents%202015/Institutional%20Effectiveness%20Timeline%206-16-15.pdf 3. a. The IE&A Coordinator serves as chair of the TLC and leads work in monitoring PA/PR capstone reports. Minutes and the TLC End-of-Year Reports reflect analyses of capstone reports. http://www.sac.edu/Accreditation/Documents/Follow%20Up%20Report%20Documents%202015/TLC%20End-of-Year%20Report%20May%2019,%202015.pdf b. The TLC developed an ILO chart, which will be used by every academic division and sent to the chair of the TLC March 2015 and every spring thereafter. A schedule for institution-wide ILO analysis has been created. c. The IE&A Coordinator monitors the SharePoint program review site and serves on the TracDat group to aid transition and	Institutional Effectiveness and Assessment Office. B. Based on the body of work and the communication needs of the IE&A Office to maintain three websites, create detailed minutes for the TLC, and generate reports for College Council and President's Cabinet (IE&A Goal IV), the IE&A Coordinator/ALO respectfully recommends 5-hour a week clerical support and a budget for supplies for the Institutional Effectiveness and Accreditation Office. (fiscal impact) C. 2014-15 Goal: "Based on the Santa Ana College goal of integrated planning and resource allocation leading to student success and achievement (related to all six Strategic Plan Vision Themes); the exigency to meet or exceed the goals of the Institution-Set Standards; and the need to document data for purposes of Student Equity and also all student success and achievement (IE&A Goals I and II; Team Recommendations 1, 2, 3), the IE&A Coordinator/ALO respectfully recommends the creation of a Research website linked to sac.edu/IE_A with external and internal data bases available." This goal is in progress.

		implementation of this assessment platform.	D. Based on increasing accreditation exigencies and the need to write reports annually that require careful evidentiary documentation, the IE&A Coordinator in capacity of ALO respectfully recommends that a Librarian be released to aid in the organization and linking of evidentiary documents for all reports as needed. (fiscal impact)
		c. The BSI Coordinator/ Professional Development Coordinator serves on the TLC. Issues of Faculty Professional Development which enhance student success and achievement are a standing agenda item and included in the End-of-Year Report.	
		4. The TLC conducts data analysis and contributes to the update of the Institution-Set Standards. The Equity Coordinator and the Research Analyst serve on the TLC. The IE&A Coordinator serves on College Council and will report recommendations.	
		5. A Research website is under development. It will contain external and internal data.	
II. Integrated Planning	1. Assisting College Council for Strategic Plan Updates and Mission Statement review 2. Giving assistance to any participatory governance committee upon request	1. College Council conducts Strategic plan analysis every spring. In response to Recommendation 2, the Institutional Effectiveness and Assessment Timeline has been created to structure the sequence of review of key planning, budget, and participatory governance	

		structures at the College. http://www.sac.edu/Accreditation/Documents/Follow%20Up%20Report%20Documents%202015/Key%20Planning%20and%20Assessment%20Activities%20Timeline.pdf 2. **The IE&A Office will:** **A. Coordinate program review documents from academic affairs, student services, and administrative services.** **B. End-of-year reports from the governance groups. The IE&A Office will aggregate these and write a summary End-of-Year Report for College Council when all are received in August.**	
III. Accreditation	1. **Providing leadership in gathering data and preparing updates on the status of internal Actionable Improvement Plans and external ACCJC Recommendations** 2. **Providing leadership in the preparation of Reports to ACCJC** 3. **Assisting the President in preparation for**	1. **Self Evaluation Report:** a. **The IE&A Coordinator, in capacity as ALO, led the writing team for the Self Evaluation Report and the collection and organization of all evidentiary documentation.** b. **As ALO, the IE&A Coordinator participated in pre-meetings with the college President and the External Evaluation Visiting Team chair.** b. **The ALO prepared all requested supplementary evidentiary**	

| | external evaluation team visits | documentation during the team visit and participated in several interviews.

c. The ALO worked with the President and the President's Assistant to coordinate the team visit prior to and during the visit.

2. The ALO chaired the Accreditation Oversite Committee and led the writing of the Follow-Up Report due October 2015.

3. The ALO has led the writing and data collection the Annual Report, and the IEPI Report, and two Substantive Change Reports (Baccalaureate Degree in Occupational Studies; Certificate Biotechnology Laboratory Technician). Please see http://www.sac.edu/Accreditation/2014SelfEval/Pages/Previous-Reports.aspx and http://www.sac.edu/Accreditation/2014SelfEval/ACCJC%20Reports%20%20Correspondence/ACCJC_Substantive_Change_Actions_on_Institutions_May_2015.pdf

4. The ALO aided in writing the proposal for the Bachelor of Science in Occupational Studies. After approval, the ALO has continued to serve as participant in | |

		the baccalaureate committee and serves as liaison the ACCJC with regard to all accreditation issues related to the development and offering of a baccalaureate degree.	
IV. Communication	1. Keeping the college community updated on accreditation issues and status of program review efforts 2. Maintaining an up-to-date web page 3. Reporting to President's Cabinet upon request	1. a. The IE&A Coordinator serves as ALO and maintains a website www.sac.edu/IE_A. Regular ALO updates are reflected on the IE_A site at http://www.sac.edu/AcademicAffairs/IEA_Office/Pages/ALO_Updates.aspx. The IE_A website is also connected to the Program Review site, the TLC, and the IE&A Committee archives. b. The ALO serves on College Council and makes reports as requested by the President. c. Regular status reports are sent to the deans related to program review. The ALO also attends Deans' meetings as needed and gives reports upon request. 2. a. The sac.edu/IE_A site is interconnected with the accreditation site www.sac.edu/accreditation, www.sac.edu/program_review TLC site http://www.sac.edu/committees/TLC/Pages/default.aspx, and IE&A	

		site http://www.sac.edu/committees/IEA/Pages/default.aspx. b. The accreditation web page is updated regularly. The TLC webpage is updated after every meeting. The IE&A webpage has been updated to reflect the shift in the former role of the IE&A Committee to other governance bodies. c. The IE&A Office website has an explicit mission statement and goals, which are reviewed regularly. Documentation of mission and goals are available to the public through the IE_A site at http://www.sac.edu/AcademicAffairs/IEA_Office/Pages/default.aspx. 3. a. The IE&A Coordinator has made presentations to President's Cabinet related to ILO analysis, Institution-Set Standards, Actionable Improvement Plans, and other accreditation issues on an ongoing basis.	
The IE&A Office will provide a report bi-annually to President's Cabinet with the status of goals and recommendations for continuous systematic improvement. Requests with fiscal impact will be indicated and presented for President's Cabinet consideration.			

Attachment A

Accomplished: 2014-2015

Accreditation

1. Comprehensive Accreditation Site Visit October 6-9, 2014
2. Response to Comprehensive Team Evaluation Report
3. Letter for President Martinez for ACCJC meeting January 7, 2015

Reports

4. Baccalaureate Degree Pilot Program Occupation Studies Proposal—December 2014 (approved)
5. Annual Report/ Annual Financial Report Submission—March 31, 2015
6. Substantive Change Report BS in Occupational Studies—April 7, 2015 (approved ACCJC 05-19-15)
7. Substantive Change Report Biotechnology Laboratory Technician—April 7, 2015 (approved ACCJC 05-19-15)
8. Teaching Learning Committee End-of-Year Report— May 2015
9. IEPI Goals—June 2015
10. Follow-Up Report—due October 15, 2015

Presentations

11. New Faculty Institute—Accreditation Presentation—January 2015
12. Work with Research Analyst and Equity Coordinator
13. Planning and Organizational Effectiveness Committee—Report to Board of Trustees re: RSCCD Strategic Plan—February 2015
14. Follow-Up Report—due October 15, 2015

Committee Representation

15. Serve on Student Success and Equity Committee, BSI Committee, POE, District Council, Professional Development, College Council; Chair TLC, Chair AOC Committee

Other

16. Maintenance websites: TLC, Accreditation, IE&A
17. Working with Equity Coordinator and Research Analyst to create Research website
18. Attendance ACCJC ALO / New Standards Conference—April 23-24, 2015
19. CCCCO IE Online Monitoring Portal
20.

Goals for 2015-2016:
1. Update EMP
2. Work with Research Analyst, Equity Coordinator, PD Coordinator and Academic Senate to maintain ongoing program review at every level
3. TracDat transition
4. Work with SS and Adm Services on integration of SSOs and AUOs with SLOs
5. Ascertain that all participatory governance committees set goals and do end-of-year analysis

Attachment B
ACCJC College Recommendations

COLLEGE RECOMMENDATION 1

In order to meet the Standards, the team recommends that the College institutionalize a process with identified responsibility that ensures the integration, assessment, analysis and use of assessment results, and documented dialogue of learning outcomes. Learning outcomes include course learning outcomes, program learning outcomes, student services outcomes, administrative unit outcomes, and institutional learning outcomes. (Standards I.B.1, I.B.2, I.B.3, I.B.5, I.B.6, I.B.7, II.A.1.c, II.A.2.a, II.A.2.e, II.A.2.f, II.A.6, II.A.6.c, II.B.4, II.C.2, III.C.2, III.D.4, IV.A.5, IV.B.2.b, IV.B.3.g)

COLLEGE RECOMMENDATION 2

In order to meet the Standards, the team recommends that the College establish, implement, and document a regular cycle of evaluation to include effectiveness of planning processes, training, decision-making, communication, resource allocation, and governance practices. (Standards I.B.3, I.B.6, I.B.7, II.A.6.c, III.C.2, III.D.4, IV.A.5, IV.B.3.g)

COLLEGE RECOMMENDATION 3

In order to meet the Standards, the team recommends that the College make public all student learning outcomes for programs, certificates, and degrees, and ensure and document the regular cycle of assessment of all courses and programs in support of continuous quality improvement. (Standards II.A.1.c, II.A.2.a, II.A.2.e, II.A.2.f, II.A.6)