

San Diego Miramar College Research Subcommittee

Meeting Minutes

February 9, 2009, 3:00 – 4:00
President's Conference Room

Present: Joyce Allen; Amy Fraher; Ken Gonzalez; Cathy Hasson; Adela Jacobson; Daniel Miramontez; Susan Schwarz; Duane Short; Sandi Trevisan; Linda Woods

1) Call to order

The meeting was called to order at 3:05 pm.

D. Short summarized the purpose of the committee for the benefit of new attendees.

2) Approval of agenda

The agenda was approved by consensus with no changes.

3) Old Business

a) Research request, prioritization, and accomplishment process

Susan Schwarz presented a request for research initiated by Mark Manasse related to the Basic Skills Initiative.

C. Hasson presented a proposed structure and process for the development of a research agenda. This should include methods to request information, receive the requests, filter the requests, prioritize the requests, fit the requests into an overall research agenda, and link the requests to college goals, priorities, and initiatives. C. Hasson also listed some of the information that is already available via the district website and suggested that the committee serve as a conduit for providing this information to campus users. She also stressed that a campus researcher would be very helpful to the college in planning research, linking to the district research office, and interpreting and using information.

The committee discussed a variety of issues surrounding the development of a research agenda. These included:

- The need for environmental scans or other information about the needs of the community. This should include information about Miramar's "extended" service area (beyond the district boundaries).
- The need for program-level data to assist in preparing program review, VTEA, and other required reports. In some cases this information is necessary to maintain program funding or to provide reports to the state.
- The need to generate a list of research that would occur on a periodic basis for use by a wide array of campus constituencies, such as information used in the

program review process.

- The need to clearly link research requests to college-wide goals and initiatives.

D. Short and C. Hasson agreed to jointly develop a draft document detailing Miramar's research agenda development process, to be submitted to the committee for discussion and modification by the next committee meeting in March.

b) 2009-10 research agenda development

D. Short stated that the committee should attempt to develop a 2009-10 research agenda while concurrently developing the process for handling research requests. To this end, he requested to be notified of any pending research requests.

D. Short agreed to contact Mark Manasse about the request submitted at the beginning of the meeting.

4) Standing Reports

a) Campus / district researcher – Presented earlier

b) District Research Council representatives

A. Jacobson and C. Hasson reported the following:

- Each campus and Continuing Education summarized the current research happening for their site.

- The district may possibly develop a district-wide research agenda using a "scorecard" model.

- Meeting notes are available.

C. Hasson agreed to add D. Short to the distribution list for District Research Council notes. D. Short agreed to forward the notes to members of the Miramar Research Committee.

c) Institutional Effectiveness Steering Committee representative

D. Short reported that next year's college priorities had been drafted. L. Woods reported that they have been sent to the campus for comment.

5) Roundtable

The committee discussed the possibility of the request from Mark Manasse being urgent in nature. D. Short agreed to contact him.

6) Adjournment

The meeting was adjourned at 4:15 pm.