

San Diego Miramar College  
Research Subcommittee

Meeting Minutes

April 13, 2009, 3:00 – 4:00  
President's Conference Room

Present: Joyce Allen; Elizabeth Armstrong; Peter Fong; Amy Fraher; Cathy Hasson; Adela Jacobson; Daniel Miramontez; Sadayoshi Okumoto; Susan Schwarz; Duane Short; Sandi Trevisan;

1) Call to order

The meeting was called to order at 3:08 pm.

2) Approval of agenda

The agenda was approved by consensus with one change in the order of agenda items.

3) Research committee point of contact person

D. Short reported that he, E. Armstrong, and C. Hasson had discussed the need for a point-of-contact person at Miramar to fulfill some of the functions of a campus-based researcher. These functions would include receiving research requests, bringing them to the committee for prioritization and authorization, and interfacing with the district Instructional Research office to track the completion of research. S. Schwarz has agreed to take on this role if approved by the committee. D. Short emphasized that the "Research Coordinator" would not be authorized to make decisions about what research would be conducted or to develop the research agenda – that authority would remain with the committee as a whole. E. Armstrong emphasized the need for this position, given the potentially large number of research requests that may be received. The committee discussed the role and function of this position and considered including it in the committee procedures document.

P. Fong asked about the possibility of reconsidering the campus decision to not purchase the SLO software as recommended by the district central office. After discussion, the committee concluded that this issue would be more appropriately directed to the Program Review / SLOAC committee, and that the Research Subcommittee would function to support the broader research needs of the PR/SLOAC committee.

4) Old Business

a) Approval of committee procedures document

The committee reviewed the second draft of the committee procedures document, which had been previously distributed via email. After discussion, the

committee approved the document by unanimous vote with some minor wording changes and the addition of language regarding the Research Coordinator position.

A. Fraher asked if the research request would be adapted as a web-based form. D. Short agreed to bring this up with the Miramar webmaster, but stated it would probably be a project for next semester.

D. Short indicated that this document, along with the 2009-10 Research Agenda, would be forwarded to the Institutional Effectiveness committee and CEC for approval after Research Subcommittee approval, scheduled for the May meeting.

## 5) New Business

### a) Approval of 2009-10 research agenda (first reading)

The committee reviewed the draft 2009-10 research agenda and research agenda summary documents, which had been previously distributed via email. After discussion, the committee agreed to the following changes:

- The 2009-10 research agenda would have a cover sheet, a new column indicating dates of college briefings, and other minor wording changes.
- The 2009-10 research agenda would not include some of the specific requests from the BSI committee; instead, those would be treated as ad hoc requests.
- The summary document would be used to track all research at the college, including both the annual research agenda items and the ad hoc research request items.
- The summary document would include columns for the type of research (agenda or ad hoc), the priority, and the due and briefing dates.
- The summary document would include hyperlinks to research resources and goals where possible.

D. Short agreed to make the changes listed above and to send the documents for a second review prior to the May committee meeting.

### b) Call for volunteer to present on research process to Institutional Effectiveness Steering Committee

D. Short reported that CEC asked to delay the report from the Research Subcommittee until the research agenda and other documents were ready for approval. However, the IE Steering Committee requested an update on the Research Subcommittee's activities. D. Short will be unable to attend the IE Steering Committee meeting on April 24<sup>th</sup>. A. Jacobson, S. Schwarz, and C. Hassan agreed to attend and report for the committee.

E. Armstrong indicated that she would also provide an update on the committee's activities to the Academic Affairs committee.

### c) Election of committee chair for 2009-10 and 2010-11 academic years

D. Short stated that he would be unable to serve as committee chair next year due to conflicting duties as the chair of two other campus committees. There were no volunteers for the chair position. D. Short agreed to place the election on the agenda for the next meeting in May.

6) Standing Reports

- a) Campus / district researcher – no report
- b) District Research Council representatives – no report
- c) Institutional Effectiveness Steering Committee representative – no report

7) Roundtable – no items

8) Adjournment

The meeting was adjourned at 4:10 pm.