

San Diego Miramar College
Research Subcommittee

Meeting Minutes

February 14, 2011, 3:00 – 4:00
President's Conference Room

Present: Randy Barnes; Mike Dubose; Peter Fong; Parvine Ghaffari; Naomi Grisham; Adela Jacobson; Daniel Miramontez; Duane Short; Linda Woods

1. Call to order

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

2. Approval of agenda

The agenda was approved by unanimous vote.

3. Election of chair for remainder of the 2010-11 academic year

P. Ghaffari was elected chair by unanimous vote. D. Short agreed to assist with chair duties as needed for the remainder of the semester.

4. Old Business

a) Campus approval of 2010-11 Environmental Scan

D. Short reported that the 2010-11 Environmental Scan was completed by the Research Committee last semester and was accepted/approved by the campus governance committee. The document is available as part of the College-Wide Master Plan on the G drive.

5. New Business

a) ACCJC Evaluation Report: summary of research-related components

D. Short reported that there are two recommendations in the ACCJC Evaluation Report that directly pertain to research: 2004 Recommendation 1 pertaining to the development of a "culture of evidence" at the college and 2004 District Recommendation 3 pertaining to the development of a strong research function at both the district and the college. The committee discussed the timeline in addressing the recommendations as the college's response will need to be vetted at the district office and governing board levels.

P. Ghaffari pointed out that all the recommendations should have a research component in order to assess the college's resolution of the issues. She suggested that a member of the Research Committee might be assigned to each recommendation team in order to assist in this effort.

P. Fong stated that the college needs to start demonstrating a culture of evidence in its meetings, decisions, and other practices now. He suggested looking at the practices at other colleges as models for how to promote this here at Miramar.

D. Short and P. Ghaffari agreed to attend the CEC meeting where this topic will be discussed more fully and to provide a short summary of the meeting to the Research Committee members.

b) 2011-12 College Wide Research Agenda development

D. Short stated that in addition to working on the ACCJC Evaluation Report, the Research Committee will need to update and approve the College Wide Research Agenda for the 2011-12 academic year. D. Miramontez indicated that he had already begun work on the update. D. Short agreed to convene a meeting with D. Miramontez, and P. Ghaffari to prepare the Research Agenda for review and approval by the full Research Committee.

c) Research request tracking tool

D. Short inquired as to whether the research request tracking tool that had been used the last time he was on the committee (spring 2009) is still in use. D. Miramontez responded that he now maintains a research project log that serves the same purpose.

The committee discussed the possibility of a decision support system which would allow campus personnel to directly access data in order to assist with campus decisions. A system had been in use at Miramar in the past but was no longer being supported.

d) 2011-12 Ad hoc research requests

D. Short inquired as to whether the ad hoc research requests received last semester needed to be approved and added to the Research Agenda. D. Miramontez reported that he has already started working on these and will include them in the draft Research Agenda.

e) IPEDS report

D. Short reported that the 2010 IPEDS Data Feedback Report had an unusually high increase in degree attainment for Miramar. He believes this is due to the college's adoption of the new "flexible major" degrees two years ago, which facilitate student completion of the associate degree while simultaneously completing transfer requirements.

f) Zip code data

D. Short stated that a request had been made for student zip code data to be included in the research data provided for program review. D. Miramontez reported that this has already been added to the Research Agenda.

g) Strategic plan

The committee agreed that this had already been covered in item "a" above.

h) Utilization of researcher

D. Short summarized that the campus-based researcher position is being used to work on research, tracking, and assisting with research requests. The committee did not have any other suggestions for the utilization of the researcher but agreed to review this item at the end of the semester.

6. Standing Reports

a) Campus / district researcher

D. Miramontez reported the following:

- i) He is compiling a list of students in response to a National Postsecondary Student Aid Study Field Test request. Some of these students will be contacted about financial aid and enrollment information. He confirmed that the college had agreed to participate in this study although it is not mandatory.
- ii) The District Research Office has completed a district-wide cultural climate study on campus climate and diversity. D. Miramontez will be scheduling a presentation on the results this semester.
- iii) Basic skills research projects continue to be funded in various areas. D. Miramontez assists with these. Recurring projects will be added to the Research Agenda.
- iv) Several ad hoc research projects are in work at this time.
- v) The District Research Office has completed a study on the effectiveness of the class schedule. Webinars are scheduled on February 25 and March 11 to present the results to the campus. Email invitations to the webinars have been sent out. It is expected that the study will prompt discussions regarding changes to the class schedule.

b) District Research Council representatives

D. Miramontez reported that he attended the District Research Council the previous week. In the past Miramar sent both faculty and administrative representatives. Campus-based researchers and other representatives from other district colleges usually attend. The previous week's meeting included updates from each campus and a discussion of strategic goals for the District Research Council. The next meeting is scheduled for March 4 from 9:00 to 11:00.

The committee discussed who should attend the meetings. It was noted that some District Research Council meetings conflict with Institutional Effectiveness which makes it impossible for the chair to attend both.

c) Institutional Effectiveness Steering Committee representative

D. Short reported that the Institutional Effectiveness Steering Committee is reviewing the college's planning process and the various planning documents in response to the ACCJC recommendations.

7. Roundtable

The committee briefly discussed the structure of the college's strategic plan and how the plan aligns with the district's strategic plan.

The committee agreed to meet more regularly this semester if necessary to facilitate addressing the ACCJC recommendations.

8. Adjournment

The meeting was adjourned at 4:10 pm.