

San Diego Miramar College  
Research Subcommittee  
Meeting Minutes  
September 12, 2011, 3:00-4:30 p.m.

**Present:** Randy Barnes; Parvine Ghaffari; Naomi Grisham; Joseph Hankinson; Cathy Hasson (for Daniel Miramontez); Susan Schwarz; Duane Short; Katinea Todd; Sandi Trevisan.

**I. Call to Order:** The meeting was called to order at 3:10 p.m. by D. Short, who was invited to be guest chair due to the resignation of the previously-elected chair. D. Short will look into the committee membership and report back.

**II. Approval of Agenda:** The meeting agenda was approved by consensus.

**III. Approval of Minutes:** The Minutes of May 9, 2011, were approved by consensus.

**IV. Old Business:**

**A. Program Review data.** All the program review data has been distributed, and the instruction data and parts of the student services data have been approved. The zip code analysis is still in process. A webinar is being developed in lieu of face-to-face presentations and may be available by early October. The Program Review Committee will review the program review process at its meeting tomorrow.

**B. Research Agenda.** The Research Agenda was reviewed and revised. It was moved, seconded and carried to approve the Research Agenda as is and to consider adding more specific identification for adding data in column C next year. The document goes next to the Planning and Institutional Effectiveness Committee. Cathy Hasson will send to committee chair. Development of the 2012-13 Research Agenda will begin at the next meeting.

**C. Research Data Survey.** R. Barnes will develop the draft research data survey and deliver it electronically to all committee members within the next two weeks. It will be finalized at the next committee meeting and will be uploaded to SurveyMonkey.

**D. Institutional Research Board (IRB) Update.** There will be a District-level IRB for the next year, made up of representatives from the campuses. D. Short's name was submitted by Patricia Hsieh as the probable Miramar College representative. The procedures are already in place and a new policy will be drafted because the board policy was last written in the early nineteen-eighties. There will also be a schedule for reviewing and a submission calendar. Any

requests from researchers should be forwarded to C. Hasson, who is the point of contact at the District.

**V. New Business:**

**A. Status of Committee Chair.** D. Short was asked by Daphne Figueroa to be guest chair for the meeting today and to chair the committee for this semester, absent volunteers. The chair is elected by the committee and then approved by the senate. It was moved, seconded and carried to approve D. Short as committee chair for this semester. Because he is also chair of the Program Review committee, which requires a large time commitment, he requested a volunteer to serve as our campus representative on the District committee and possibly on the District IRB committee. N. Grisham volunteered to serve.

**B. Integrated Planning Process.** R. Barnes presented a diagram which illustrates the college integrated planning process. The process has been approved by CEC and the diagram will be submitted to CEC by R. Barnes for approval. The diagram shows the strategic plan, which is driven by parts of our college mission and also by budget and resource review, environmental scans, and strategic plan assessment data; and then that drives our educational master plan which consists of our division plans and the operational plans, such as basic skills plan, technology plan, etc., and that in turn feeds the annual cycle. To promote campus awareness of the process, posters of the planning cycle will be created and posted in classrooms, departments and offices around campus.

**C. Fact Book.** This is the biggest reference book available for the year, updated annually, posted on the website, and used for various purposes such as grant writing, planning, program review, etc. The Research Office receives many calls for information and refers many of those callers to the Fact Book. C. Hasson reviewed and explained the layout and substance of the Fact Book. The Fact Book includes updated information on student characteristics, trends over time, productivity, student demographics, fill rates, outcomes, success rates, retention rates, GPA awards, transfer and HR sections, etc. Each page has general analysis, general information re terms/annual, percent of change over time, information to benchmark against, etc.

**D. Student and Employee Satisfaction Survey.** This survey was originally developed by the District Research Office (DRO) at the request of an accreditation committee, vetted at the campuses, and then administered in spring 2009 for the primary purpose of writing the Self-Study. It consisted of the Student Satisfaction Survey and the Employee Perception Survey which were based on input from all three colleges and consisted of more than 100 questions each. The spring 2009 student survey was administered in classrooms by random sample by section; the employee survey was administered online and every employee received an invitation to take the survey. All three colleges agreed

that this survey would be administered on a regular basis to provide a way of tracking improvement and, in particular, looking at difficult areas that the colleges want to track over a period of time. It was agreed that this survey would be administered every three years.

The survey for spring 2012 is now being developed from September through December, 2011. Because the surveys are fairly long, the DRO has proposed that the surveys be condensed to about 50 critical questions. Additionally, all three colleges have requested to add some customized questions. The customized questions came in with the point of services, so the DRO suggestion this time for the design would be for each college to identify 50 critical questions from the original surveys and then add another 10 customized questions.

Because administering the student survey in classes is intrusive, the DRO proposes to administer the student survey online in the spring of 2012, and there was a discussion about the advisability of doing so. C. Hasson advised that the DRO knows how to sample on this because it has done enough online surveys to have a good sample list and the response rate is about 20%. It will do a lot of pre-notes and reminders and will sample on an expected response rate of 20%. The DRO will notify students by email invitation to the survey.

D. Short said that either this committee or the Planning and Institutional Effectiveness Committee (PIEC) is to come up with either criteria, criteria to strike from the survey some questions, or categories of individual questions. The researchers will draft some criteria to look at and will take out point-of-service questions and will have a separate set of surveys, and things that are most critical to the colleges and those areas where the colleges perform less favorably, which are probably the things we want to be looking at.

Before the next meeting, committee members are requested to look at the surveys and consolidate suggestions for discussion, i.e., categories, specific questions, deletions, etc. D. Short will advise the PIEC chairs of our committee's intentions and will request the PIEC's feedback on information or actions that it wants. R. Barnes will have this subject added to the next PIEC agenda. At our next committee meeting, we will look at consolidating our suggestions and we'll forward our suggestions to the PIEC for approval.

C. Hasson suggested looking at last spring's culture climate survey which is an employee survey that's more targeted and specific, and some of those survey questions may be more related. The college needs to identify a group or subgroup that will be working on this and represent that it's what the college wants. She offered to facilitate discussions or assist the college in other ways. The timeline suggests that the DRO develop a set of survey items by the end of October, then do some piloting, and then the final version would be vetted to the colleges. The DRO wants a group that's responsible for representing the college

and sheparding that through. The timeline indicates the survey data correction period is tentatively February 13- March 5. Our spring 2012 semester begins in late January, and first few weeks are busy, so that may have to be adjusted.

**VI. Next Meeting:** October 3, 2011, 3:00-4:30 p.m., Rm. A-102a (PCR). D. Short will be out of town on October 10, when the next meeting was scheduled. It was moved, seconded and carried to reschedule the next meeting to October 3. Agenda items for the next meeting will include:

- The committee governance documents
- The status of our research agenda which the committee approved today;
- Development of the 2012-13 agenda;
- An update on the research data survey;
- Meeting dates;
- Possibly an environmental scan;
- Suggestions for the satisfaction survey.
- R. Barnes will email out the research data survey and we'll review that and decide whether to upload it to Survey Monkey and administer it that way.
- D. Short will send draft minutes from this meeting to those present today, will consider any questions and then send them to the group electronically. It was agreed by consensus to approve the minutes electronically, but if there are any questions, the draft minutes will be discussed at the next meeting.

**VII. Adjournment:** The meeting was adjourned at 4:16 p.m.