

San Diego Miramar College  
**Research Subcommittee**  
Meeting Minutes  
November 28, 2011, 3:00-4:30 p.m.  
President's Conference Room

**Present:** Gail Conrad; Naomi Grisham; Daniel Miramontez; Susan Schwarz; Duane Short; Sandi Trevisan.

**1) Call to order**

Meeting called to order at 3:10 p.m.

**2) Approval of agenda**

Agenda approved by consensus with two additional information items

**3) Old Business**

a) Research data and information resources survey results

D. Short briefly summarized the results of the survey and asked for next steps. D. Miramontez suggested a follow-up survey on how the data is being used by decision-makers. S. Trevisan suggested reviewing the responses to the open-ended questions as a method for identifying possible additions to the annual research agenda or to identify requests for data that already exist. N. Grisham suggested asking P. Ghaffari about her ideas for future steps.

b) Employee and student surveys

D. Miramontez summarized the process for incorporating feedback from the three campuses into the draft surveys. He handed out the latest survey drafts and asked for feedback from committee members by December 5<sup>th</sup>. The committee discussed the division of questions between the Point-of-Service surveys and these surveys.

**4) New Business**

a) Election of committee chair

D. Short reminded the committee that he is not a member and is only serving as chair for this semester. He called for nominations for a chair for next semester. D. Miramontez was nominated and approved by unanimous vote. D. Short agreed to report the results of the election to the Academic and Classified Senate presidents.

b) Future meeting schedule

The committee agreed to continue meeting on the 2<sup>nd</sup> Monday of each month at 3:00 p.m. D. Miramontez agreed to chair the next meeting on December 12<sup>th</sup> as D. Short will not be available on that day.

c) Environmental Scan annual review

The committee briefly reviewed the environmental scan report prepared last year. S. Trevisan stated that the only major change since then was in enrollment practices. D. Short agreed to contact former chair Wendy Stewart to ask for a copy of the last environmental scan in Word version. The committee discussed the purpose of the environmental scan and how it is used in the college planning process, including providing information for program offerings and grant proposals.

## **5) Information Items**

### a) Campus / district researcher report

D. Miramontez summarized his current work on basic skills and described a basic skills briefing to be provided on December 5. He has also completed a cultural climate survey in collaboration with the Diversity Committee and is working with that committee to determine how best to present and discuss the results and recommendations. D. Miramontez also summarized his work in helping the campus to move from a “culture of evidence” to a “culture of inquiry.”

### b) District Research Council representatives report

S. Schwarz reported that the last two meetings were cancelled and that the DRC is focusing on establishment of a district Institutional Review Board (IRB). There is ongoing discussion of how to implement this function district-wide.

### c) PIE Committee representative report

D. Short briefly described the ACCJC site visit that occurred earlier in the month.

### d) Accreditation Next Steps

D. Miramontez summarized the committee’s reporting responsibilities for the accreditation next steps. The committee agreed that one item appears to be under the purview of the Instructional Program Review/SLOAC Subcommittee. The committee discussed how to present the results of the research data and information resources survey. D. Miramontez agreed to present the results at the PIE Committee and possibly at CEC if requested. The committee reviewed other items on the list and confirmed they are all in progress and being addressed. G. Conrad reminded the committee that the VPI needs a brief summary of each item by December 9. D. Miramontez agreed to provide the summary.

## **6) Roundtable – no items**

## **7) Adjournment**

The meeting was adjourned at 4:10pm.

*Short*

11/28/11