

San Diego Miramar College
Research Subcommittee
March 12, 2012, 3:00-4:30 p.m.

MINUTES

Members Present: Daniel Miramontez (Chair); Jerry Buckley; Gail Conrad; Joseph Hankinson; Lawrence Hahn; Trinh Nguyen; Susan Schwarz.

Members Absent: Linda Woods; Naomi Grisham; Sandi Trevisan

Record Keeper: Katinea Todd

While awaiting a quorum to be present, Daniel Miramontez shared this information:

1. **Old Business.**

a. Status update on Miramar Accreditation Culture of Evidence response.
This work group has met twice to date and drafted an outline of the response. This subcommittee is invited to attend the meetings on March 19th and 26th, at 9:30-11:00, in the President's Conference Room. Daniel Miramontez will send an email invitation to the meetings.

b. Status update of 2011-12 Research Agenda approval.
Daniel Miramontez shared the Research Agenda with Associated Students on February 24th, and it was approved by the Academic Senate on March 6th with no changes. Now it will go forward to the College Executive Committee on March 20th

c. Status Update on Mission Statement and expansion of committee membership request. The Mission statement format has been revised into goals and procedures to be consistent with the format in the Shared Governance Handbook. It will go to the Planning and Institutional Effectiveness Committee (PIEC) for a second reading on March 23rd. The membership request has been changed to one member per school and will also go to PIEC for approval.

d. Update on Employee and Student Satisfaction surveys.
Data is currently being collected for both surveys, and reminders have been sent of the impending deadlines. The data should be available for the October Follow-Up Report.

e. Update on Environmental Scan discussion from PIEC.
The Environmental Scan (ES) was discussed at the Planning and Institutional Effectiveness Committee (PIEC) work group meeting on February 24th, and there was general consensus with our recommendation to put the ES on a time cycle that is commensurate with the Educational Master Plan (EMP). The next EMP is due in 2015, so the next ES will be due in 2014. An outline for the ES will be developed in

2012-13 and fleshed out with feedback from the PIEC.

2. Call to Order.

The meeting was called to order by Daniel Miramontez at 3:13 p.m. with a quorum present.

3. Approval of Minutes.

It was moved, seconded and carried to approve the minutes of February 13, 2012.

4. Approval of Agenda.

It was moved, seconded and carried to approve the agenda of March 12, 2012.

5. Old Business.

The information given above was briefly reviewed.

6. New Business.

- a. Two new ad hoc requests were presented, discussed and approved:
 - i. Basic Skills Student Veterans. Naomi Grisham requested information regarding the number of veterans taking BSI courses.
 - ii. CalPASS request. Jerry Buckley and Buran Haidar requested access to CalPASS for SLO-related purposes.

- b. 2012-13 Research Agenda.
Revisions made to the draft 2012-13 Research Agenda were presented and discussed, including the need for an outcomes report. It was moved, seconded and carried to submit the Research Agenda to PIEC.

- c. Start work on Strategic Goals Outcomes Reporting.
As groundwork for the outcomes report, the five Strategic Goals were mapped onto the Scorecard and linked to Student Characteristics, Enrollments, Outcomes and Student Satisfaction. The result will be forwarded to the PIE Steering Committee (PIESC) for feedback. CTE category will be added to the Scorecard for the next iteration.

- d. Review and revise ad hoc research request form and process.
Jerry Buckley distributed a sample form and suggested that the work group look at forms at other colleges.

- e. Research Subcommittee Website. Postponed.

7. Standing Reports.

- a. Campus Researcher Report.
Daniel Miramontez said that the Transfer Report should be finished by the end of this month. The March 9th ACCJC workshop helped clarify what the commission wants. His main priority currently is working on the recommendation regarding the culture of evidence.

b. PIE Committee Representative Report.

Jerry Buckley discussed information presented at the ACCJC workshop, including diagrams that represented the integrated planning process. He suggested that we simplify our diagram to include the same components as the ACCJC diagram and bring it to PIEC.

Jerry Buckley distributed and discussed a survey previously given to PIEC and invited the subcommittee to give feedback. The survey is intended to be part of a continuing process and the questions are from the ACCJC Accreditation Guide to Evaluating Institutions, which is used by the accreditation team. He asked the PIEC to look at the questions and ask themselves whether we have sufficient evidence and, if not, this will provide us with a process improvement guide. This is the first piece of evidence for the writing team indicating where we need to make process improvements. He will take it to the PIE Steering Committee (PIESC) on Friday, so anyone wanting to take the survey should return it to Katinea Todd before Wednesday. We need to look at the process to see what is missing or needs to be changed before completing the Follow-Up Report.

Jerry Buckley distributed and discussed a grid showing the PIEC and PIESC meeting calendars mapped to a list of projected outcomes to be accomplished before October, and requested feedback by the end of May. He suggested developing a template for a report on institutional effectiveness and identifying venues for sharing data. Research Subcommittee volunteers can be trained to become data coaches to convey to department chairs, etc., how to interpret data.

On Friday, PIESC will review the survey findings for gap analysis, the outcomes from the March 9th ACCJC workshop, and the need to match up Strategic Goals outcomes.

7) **Open Discussion.** None.

8) **Adjournment.** The meeting was adjourned at 4:24 p.m.

Next Meeting: April 9, 2012

Reporter: K. Todd