

San Diego Miramar College
Research Subcommittee
April 9, 2012, 3:00-4:30 p.m., Rm. A-102a
Daniel Miramontez, Chair

MINUTES

Present: Daniel Miramontez, Jerry Buckley, Naomi Grisham, Lawrence Hahn, Linda Woods, Sandi Trevisan, Joseph Hankinson, Trinh Nguyen, Susan Schwarz, and Katinea Todd.
Absent: Gail Conrad.

1. **Call to Order.** The meeting was called to order by Daniel Miramontez at 3:04 p.m.
2. **Approval of Minutes.** It was moved, seconded and carried to approve the minutes of March 12, 2012.
3. **Approval of Agenda.** It was moved, seconded and carried to approve the agenda of April 9, 2012.
4. **Old Business.**
 - a. Status update of 2011-12 and 2012-13 Research Agenda Approvals.
 - i. The 2011-12 Research Agenda received final approval by CEC on February 20th and has been posted on the college website.
 - ii. The 2012-13 Research Agenda will be presented for approval at the PIE Committee meeting on April 13th.
 - b. Update on mission statement and expansion of committee membership request.
 - i. The proposed mission statement went to the PIE Committee and it was suggested by PIEC that the mission statement be broken up into goals and procedures commensurate with the format in the Shared Governance Handbook. The suggestions were implemented and the mission statement was resubmitted to PIEC for a second reading. It was approved unanimously and will now be forwarded to the Shared Governance Committee for inclusion in the updated Handbook.
 - ii. The membership changes were revised to incorporate earlier recommendations made by PIEC and they were resubmitted to PIEC for a second reading on March 23rd. Given the scarce resources of personnel on campus there was some concern on how to expand the committee membership to meet Miramar's growing needs, while simultaneously not burdening the current levels of staff and faculty. After much discussion and some debate, a compromise was reached and approved by PIEC on March 23rd. Effective Fall 2012, the new membership will include:
 - a minimum of three faculty members from Student Services, Career Technical Education and the Academic Program, as designated by the Academic Senate President;
 - a minimum of three classified members, as designated by the Classified Senate President;

- a number of administrators proportional to the number of faculty and classified representatives, a minimum of three administrators from Instructional Services, Administrative Services and Student Services; and
- The student representation remains unchanged with one student representative, designated by the President of the Associated Student Council.

c. Update on Employee and Student Satisfaction surveys. Data collection is nearly complete. IRP is processing the data and will run the analysis and the results should be available by Fall 2012. The District Research Department will compare the student satisfaction results of 2009 with those of 2012.

d. Status update on the Strategic Goals Outcomes Reporting

- i. Update on 2011-12 Miramar Scorecard. It's not yet ready because it's awaiting the results of the student and employee satisfaction surveys.

5. **New Business.**

a. Review and prioritize new ad hoc requests. None.

b. Review and revise ad hoc research request form and process.

i. Closing the loop (research accountability). Daniel Miramontez presented suggestions and rationale for updating and streamlining the current process which was originally created while building the research infrastructure, and which doesn't speak to building the culture of inquiry into which we're now transitioning.

Point person. Susan Schwarz has been serving as research liaison between Miramar and the District, and past research requests have been submitted to her and forwarded to the District, and then eventually to Daniel Miramontez. His role has grown at Miramar and he is now involved in shared governance committees here. Now that he's more available than before and is filling the gap between District and this college, it would simplify the process if he becomes the research request person for ad hoc research requests. This was approved by general consensus.

Process. After extensive discussion, it was agreed by general consensus that when an ad hoc research request form is received, a pre-meeting will occur to clarify the request and explain the requirements and subsequent outcome and accountability.

Form. Extensive discussion took place regarding revision of the current research request form. It was agreed by consensus that the intention will be to keep the form simple and easy to use, and to delete "Ad Hoc" from the form name. Daniel will integrate the suggestions into a draft form and bring it back to the committee at the next committee meeting.

c. Share Accreditation Culture of Evidence Recommendation response. Input was received from BSI, EOPS, the Research subcommittee and PIEC, and was incorporated into the response.

d. Research Subcommittee Website. Tabled.

6. **Standing Reports.**

a. Campus Researcher Report. Daniel Miramontez shared that he'll prepare the BSI annual report in May; will address some ad hoc research requests now that the accreditation response is written; and will help update the EOPS end-of-year survey. The Importance of data coaching is now an item in Program Review and he'll keep this committee updated on that.

b. PIE Committee Representative Report. Jerry Buckley reported that PIEC:

i. Formed a work group to address creation of a specific staffing/human resources plan based on accreditation findings;

ii. Formed a task group to make recommendations for simplifying the integrated planning diagram along the lines of the ACCJC diagram recommended at its recent workshop. That diagram showed a circle-in-ellipse type of planning process which links long-term and annual planning cycles in a very diagrammatic fashion, so it's cyclical and not just a straight line in a cycle -- it's a cycle within a cycle. The proposed diagram is not meant to replace the existing planning diagram, but will be a simplified version of it.

iii. Will look at specifications to form an institutional effectiveness report on an annual basis. It will identify data to go into the institutional report each year and bring that to a college-wide retreat and make that work effectively in the integrated planning cycle by reviewing the past and the future, using goals and objectives from the Strategic Plan, and determining where our priorities should be for the coming year; and

iv. Is in the process of reviewing the draft Educational Master Plan and

- Has removed the three division plans, leaving them as separate plans for Instruction, for Student Services, and for Administrative Services; and
- Is using data from an earlier EMP draft as resource information for staffing as a human resources plan before June; and

v. Is dealing with a lot of accreditation-related tasks that are critical to get mapped out before the semester ends because everybody goes away over the summer and we need to have small groups to get work done during the summer.

7. **Open Discussion.** None.

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

Next Meeting: May 14, 2012

Reporter: K. Todd