San Diego Miramar College Research Subcommittee Minutes

2015-16
Approved

Monday, November 9, 2015
3:00-4:30
L-107

Members Present: Xi Zhang (Chair), Daniel Miramontez, Patricia Hunter, Naomi Grisham, Fred Garces, Val Sacro, Forest Jenkins

Members Absent: Brett Bell, Paulette Hopkins, Gerald Ramsey, Steve Quis, Joseph Hopkins

1) **Call to order:** The meeting was called to order at 3:04 p.m. by X. Zhang

2) **Approval of Minutes:** Minutes for May 11, 2015 was moved by D. Miramontez and seconded by N. Grisham. Minutes for October 12, 2015 (with changes to X. Zhang as Chair and P. Hunter as attending) was moved by N. Grisham and seconded by P. Hunter. Both were moved to approve with amended changes.

3) **Approve agenda:** It was moved by P. Hunter, seconded by F. Garces and carried to approve the agenda of October 12, 2015.

***Strategic Goals**

4) **Old Business**

a. Comprehensive review of the Miramar College-wide Research Agenda. **1.4**
Conversation on information alignment and links for the Research Agenda was continued with suggested updates from previous meeting. After the first example was reviewed and updated, a second example was brought forward, simplifying and adding key information for the research agenda. This will naturally directs people in the direction of the operational plans and SPAS, updating the Research Agenda to current interests on campus. Example 2, along with the Guiding Questions was approved to move forward with suggested structure. Request was made to add/update table for acronyms and abbreviations. Updates for structure and addition of updates will be previewed in next RSC meeting. Dialogue was opened regarding an interactive Research Agenda Feedback Survey, which will provide comments and suggestions.

b. Review RSC goals, procedures, and membership. **1-4**
Updates to RSC Goals and Key Activities were previewed and the subcommittee made suggestions and additions. Action was made to approve updates by N. Grisham, and seconded by D. Miramontez. These will go to CGC (a draft with strike-outs and clean draft version), and then will move to PIEC. As for RSC membership, further discussion will be needed for increasing number of members (four administrators, four classified, four faculty, and four students) making it proportional.

c. Update Ad-hoc Research Request Form and Process. **1-3**
Placeholder

d. Update GIRPA Form. **1-3**
Placeholder for next time.

5) **New Business**
a. None. **1-4**

6) **Standing Reports**
a. Research and Planning Analyst Report. **1-4**
Updates for projects for the past month from the Research Office was presented, to include: Collegewide Briefing on Student and Employee Feedback Survey, Taskstream Program Review Feedback Survey (for Instructional, Student Services, Administrative Services, and Instructional Support), Qualitative data analysis from Convocation (to also be presented at CCLC), Enrollment Analysis Project (with District Research, narrowed down to top ten education plan programs), IPEDS Annual Survey (error code interpretations), CTE Dashboard (data for structured dialogue), Acceleration Model/Data Exploration (Basic Skills Committee), Zip Code Distribution (program level for Fire Protections), Flex Activity Feedback Survey, Student Equity Plan, FYE Summer Bridge Program Evaluation (survey), and Veterans on Campus (demographics, awards, etc.).

b. PIE Committee Representative Report. **1-4**
Awaiting report from IEPI/PRT Taskforce. SPAS update, identifying responsible parties and operational plans per metric. Planning Summit Workgroup to focus on action planning and implementation. Standing item on how PIEC, in association for Standard I.B., is looking at potential gaps and getting them filled.

8) **Open Discussion**.
D. Miramontez will serve as proxy for X. Zhang during next RSC meeting.

9) **Adjournment.** The meeting was adjourned at 4:35 p.m.