

San Diego Miramar College  
Research Subcommittee Minutes

2016-17  
Approved

Monday, November 14, 2016  
3:00 p.m. to 4:30 p.m.  
L-107

**Members Present:** Xi Zhang (Chair), Gerald Ramsey, Paulette Hopkins, Daniel Miramontez, Val Sacro, Laura Pecenco, Dawn Diskin, Kyung Ae Jun, and Marian Edelbrock

**Members Absent:** Naomi Grisham, Patricia Hunter, Brett Bell, Fred Garces, Steve Quis, and Joseph Hankinson

- 1) **Call to order:** The meeting was called to order at 3:04 p.m. by X. Zhang
- 2) **Approve agenda:** Agenda was moved by G. Ramsey, seconded by D. Miramontez, and carried to approve the agenda of November 14, 2016.
- 3) **Approval of Minutes: Approval of the Minutes** from October 10, 2016 was postponed.

**\*Strategic Goals**

4) **Old Business**

- a. Update - Ad-hoc Research Request Form and Process 1-3  
Zhang reminded the committee that the Ad-hoc Research Request Form and process, and the GPDS Form, were approved at this subcommittee's last meeting, then both forms were subsequently approved by the PIE Committee and have been uploaded to the website. She presented and discussed the final versions of both forms and reported that the Ad-hoc Research Request Form has already been used to request research on non-cognitive factors. She suggested that as a team it will be a new task to look into it to see how we can be a pioneer in this field because attention has been raised on measuring non-cognitive factors. Our college has chosen six factors as our engine, so we have to have a way to measure and report on it.
- b. Update - GPDS Form 1-3  
Zhang has received requests for student-level information and has been reinforcing the use of this GPDS Form because all those requests were for student-level information, not necessarily the achievement data or outcomes data, but for student individual-level information including names and email addresses. She requested that the sub-committee's members encourage requestors of student-level information to review and sign this form and it will be kept on file. It will be good for one year for any request.
- c. Review of 2014-2017 Environmental Scan Report 1-4  
Zhang discussed feedback to the table in the report and requested detailed information from the members on reasons for including specific elements, and what implications can be drawn therefrom so that we can have a strong rationale before we start to compile the report. We need to understand our potential prospective students, how large and diversified they are, and how we can serve them better.  
Discussion continued on using demographics to create a clear list of what information

to include and what implications we're seeking in order to inform our planning. It was earlier decided to retain the outline, but to expand it to contain more detailed information. At the next meeting, Zhang will present some recommended variables to move the discussion forward under each of the areas.

- d. RSC Evaluation within College Governance Structure 1-4  
Work is continuing on this form and Zhang is awaiting confirmation from the Academic Senate President of the subcommittee's membership in order to determine quorum size. The subcommittee reviewed and discussed the progress in completing the form for 2015-16. Zhang will send it to the members to provide input to her within one week, and she will update it before the next meeting. Miramontez reported that there is a mid-December deadline to submit the completed form to the College Governance Committee.

## 5) Standing Reports

- a. PIE Committee Representative Report 1-4  
Miramontez reported that PIEC is meeting on Friday and will discuss the Planning Summit; the Program Review Landing Page on the website; the Educational Master Plan, which will be completed by the end of this academic year; alignment of SSSP/SEP/Basic Skills/CTE/SEM; and IEPI update.
- b. Round-table Updates from the Fields 1-4  
Miramontez advised that the above-referenced alignment would heavily impact this subcommittee. He explained that we've built a culture of evidence, then a culture of collaborative inquiry, and we're currently in a culture of action. Once we're done with action, the cycle moves back to culture evidence. The alignment of all the initiatives will heavily affect the culture of evidence, so we'll be looking to re-vamp that culture, and the core of that is research. Zhang added that we'll rely heavily on this group to take our research to the next level so we can provide more sophisticated information to better inform our college. We've already begun this with updating the Environmental Scan Report .

## 8) Open Discussion.

None.

9) **Adjournment.** The meeting was adjourned at 4:31 p.m.

*Katinea A. Todd*

### **\*San Diego Miramar College Fall 2013–Spring 2019 Strategic Goals:**

1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*

