

# San Diego Miramar College Research Subcommittee Procedures

## **Purpose**

The Miramar College Research Subcommittee is responsible for:

1. Developing an annual research agenda based upon the college mission statement and the college-wide master planning needs.
2. Establishing an annual assessment cycle to determine if planning agenda goals have been met, and to recommend appropriate changes.

To accomplish these tasks, the committee:

1. Reviews Miramar's mission, goals, strategies, plans, and initiatives to determine research needs related to these areas.
2. Reviews and prioritizes research requests.
3. Provides training and assistance with the development of research needs, and analysis and interpretation of research results.

## **Annual Research Agenda Development Process**

On an annual basis, the Research Subcommittee reviews Miramar's mission, goals, strategies, plans, and initiatives to determine the research needs related to these areas. The committee also solicits input from other college-wide planning committees on research needs. These needs are listed with associated information on the research agenda. Research items listed on the annual research agenda are then prioritized using the following criteria:

1. Relevance to Miramar College's mission statement and strategic goals
2. Applicability to federal or state mandates
3. Applicability to college or program external accreditation
4. Applicability to college initiatives
5. Utility in program improvement and decision-making processes
6. Scope of applicability to campus programs and services
7. Alignment with annual college-wide priorities as defined in the College Wide Master Plan
8. Estimated time and financial cost to complete

The prioritized research agenda for the coming academic year will be submitted for approval to the Institutional Effectiveness Committee by May 1<sup>st</sup>.

## **“Ad Hoc” Research Request Process**

The Miramar Campus-Based Researcher (CBR)<sup>1</sup> facilitates training and assistance with the development of research needs to the Miramar campus community.

Requests for research are submitted using the attached *Request for Ad Hoc Research Form*. Research requests may include, but are not limited to, the following:

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<sup>1</sup> In the absence of a Campus-Based Researcher, this function will be facilitated by the Miramar College Research Coordinator in conjunction with the District Office of Institutional Research.

## San Diego Miramar College Research Subcommittee Procedures

- Research supporting campus-wide review and planning processes
- Federal and state mandated research
- Research supporting the improvement of specific campus programs or services
- Research supporting grants or grant proposals
- Research supporting individual projects

Requests for research involving students will be reviewed and adjudicated by the Research Subcommittee in accordance with SDCCD Policy 0400 and applicable district procedure.

All research requests will be reviewed by the CBR<sup>2</sup> to determine if the desired information is already available. In cases where the request can be accommodated by already-available information, the CBR will assist in interpreting or formatting the information to meet the requestor's needs. In cases where the request cannot be accommodated by already-available information, the CBR will generate an estimate of the time and financial cost required to complete, analyze, and interpret the research. The CBR will then forward the request and the time and cost estimate to the Chair of the Research Subcommittee. Research requests are reviewed and decided upon by the Research Subcommittee during regular committee meetings.

### **Research Completion, Analysis, and Interpretation**

The Miramar CBR, in collaboration with the SDCCD Institutional Research and Planning (IRP) office, will complete research projects according to the priority and due dates specified on the annual research agenda or ad hoc research request form. The CBR will provide research results and a written analysis to the requestor and the chair of the Research Subcommittee. The CBR will also be available to assist the requestor in interpreting and applying the results to facilitate program improvement and decision making.

By November 1<sup>st</sup>, the Chair of the Research Subcommittee will report the outcome of the previous academic year's research agendas to the Institutional Effectiveness Committee. This report will include an assessment of the research agendas' utility towards meeting Miramar's strategic goals and the previous year's college-wide priorities. The report will also include any recommendations for changes to the Research Subcommittee or the research agenda development process.

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<sup>2</sup> In the absence of a Campus-Based Researcher, this function will be facilitated by the Miramar College Research Coordinator in conjunction with the District Office of Institutional Research.

San Diego Miramar College  
Ad Hoc Research Request Form Instructions

**Instructions**

Please complete the attached form and return it to the Miramar Campus-Based Researcher (CBR). The following are instructions for each part of the form:

**Contact Information**

**Name:** Provide the name(s) of the people requesting the research

**Date:** Provide the date the request was submitted

**Email:** Provide the email address(es) of the people requesting the research

**Telephone:** Provide the telephone number(s) of the people requesting the research

**Title of research request:** Provide a short title (10 words or less) that can be used to identify the research request

**Date needed:** Enter the date the research is needed in order to be of use in program improvement or decision making. Also indicate if the periodicity if the request is for recurring research.

**Description**

**What is the research question:** Describe the question to be researched.

Example: *Do students who enroll in a basic skills / personal growth learning community succeed at a higher rate than students who enroll in a non-learning community basic skills course?*

**What will be researched?:** Describe the specific metrics to be researched.

Example: *1) Successful course completion rates (A, B, C, CR) in the basic skills math or English course; 2) Retention; 3) Successful course completion rates in the follow-on math or English course.*

**Who or what will be researched?:** Describe the population of interest or data set (e.g., age, gender, ethnicity, enrollment levels, etc.) and the time frame (e.g., a semester, an academic year, census date, end of term, etc.) to be researched

Example: *A cohort of students who were enrolled in ENGL 051, ENGL 056, MATH 095, LCOM 051B, and LCOM 095B at Miramar during 2007-08.*

San Diego Miramar College  
Ad Hoc Research Request Form Instructions

**How will the research results be used?:** Describe how this research will be used for program improvement or decision making.

*Example: The Basic Skills Committee is considering providing BSI funding to expand the number and type of learning communities that include basic skills courses. This research will assist the committee in determining whether this investment is likely to result in increased student success in basic skills courses and subsequent coursework.*

**Who will use the research results?:** Describe who will use and benefit from the research results.

*Example: The results will be most directly used by the Basic Skills Committee but will also be of benefit to basic skills students, faculty who teach basic skills courses, counselors, and the assessment office.*

**Justification**

**How does this research relate to Miramar's mission and strategic goals?:** Describe how the research is related to Miramar's mission and strategic goals, as published in Miramar's catalog and website.

*Example: Miramar's first strategic goal is to "focus efforts on student learning". This research would examine the relationship between student participation in basic skills learning communities and student success in learning. Miramar's second strategic goal is to "deliver instruction and services in formats and at sites that best meet student needs". This research will assist in determining whether basic skills learning communities are a form of instruction that would best meet student needs.*

**Is this research needed for any federal or state mandates? Please explain:**  
Describe any federal or state requirement for the research.

**Is this research needed for college or program external accreditation? Please explain:** Describe any requirement by an external accreditation agency for the research.

**Is this research tied to any special college programs or initiatives? Please explain:** List any college initiatives (e.g., Basic Skills Initiative, Lightspeed program, Green Campus Initiative, etc.) associated with the research.

**Other comments / information:** Provide any other comments or information that will assist in explaining or prioritizing the request.

San Diego Miramar College  
Ad Hoc Research Request Form

**Contact Information**

<b>Name:</b>
<b>Date:</b>
<b>Email:</b>
<b>Telephone:</b>
<b>Title of research request:</b>
<b>Date needed:</b>

**Description**

<b>What is the research question:</b>
<b>What will be researched?:</b>
<b>Who will be researched?:</b>
<b>How will the research results be used?:</b>
<b>Who will use the research results?:</b>

**Justification**

<b>How does this research relate to Miramar's mission and strategic goals?:</b>
<b>Is this research needed for any federal or state mandates? Please explain:</b>
<b>Is this research needed for college or program external accreditation? Please explain:</b>
<b>Is this research tied to any special college programs or initiatives? Please explain:</b>
<b>Other comments / information:</b>