

San Diego Miramar College  
Research Subcommittee  
Meeting Minutes  
December 12, 2011, 3:00-4:30 p.m.

**Members Present:** Daniel Miramontez (for Duane Short, Guest Chair) Randy Barnes; Naomi Grisham; Susan Schwarz; Sandi Trevisan.

**Members Absent:** Joseph Hankinson; Adela Jacobson and/or Gail Conrad; Amy Fraher; Parvine Ghaffari; Patricia Flower

**Record Keeper:** Katinea Todd

I. **Call to Order:** The meeting was called to order at 3:06 p.m. by D. Miramontez.

II. **Approval of Agenda:** It was moved, seconded and carried to reorder the meeting agenda by moving Old Business Item IV.D. before New Business item V.C.

III. **Approval of Minutes:** It was moved, seconded and carried to approve the Minutes of October 28, 2011.

IV. **Old Business:**

A. Status Update of 2011-12 Research Agenda Approval. The revised 2011-12 Research Agenda was approved by the Planning and Institutional Effectiveness Committee on December 9, 2011.

B. Update of Accreditation "Next Steps" Progress Report Responses. D. Miramontez shared with the committee the responses received to the Accreditation Progress Report sent out following the last meeting.

C. Update of Employee and Student Satisfaction Surveys. Employee and Student Satisfaction Surveys are conducted every three years and will be re-administered in Spring 2012. The purpose of this 2012 survey project will be to collect follow-up evidence on student and employee satisfaction that was collected in 2009 in response to the accreditation self-study reports. Both surveys will be used to capture levels of satisfaction with programs, services, instruction and facilities, as well as perceptions and opinions regarding institutional effectiveness. Students from each of the credit colleges and Continuing Education will be surveyed, and all employees will be surveyed. D. Miramontez gave the committee a 2012 draft survey plan which includes a tentative timeline indicating that data will be collected February-March, processed April-June, and briefings and reports available in fall 2012.

D. Environmental Scan Discussion. (Moved to follow New Business)

**V. New Business:**

A. Review Current Committee Membership Composition. D. Miramontez submitted a proposal to expand the composition of the committee membership in order to continue to build the information infrastructure which helps to promote a culture of thoughtful, evidence-based collaborative inquiry. As a shared governance subcommittee, the information about research-related projects, processes, and procedures needs to be shared and vetted widely through the various constituency groups, as well as individual committees, departments and units on campus. A major responsibility of the members of the Research Subcommittee is to take information back to their constituents for input and feedback. This is best achieved by engaging all faculty, staff, and administrators from the various schools/departments/units around campus so that more research expertise can be developed and a broader group of people are in support of and actively using research and information. After discussion, it was agreed by consensus to revamp the subcommittee membership, and a tentative list was proposed to include representatives from:

1. Vice President of Instruction (currently filled)
2. Vice President of Student Services (currently filled)
3. Campus-Based Researcher (currently filled)
4. Public Information Officer (currently filled)
5. Instructional Dean (vacant)
6. School of Mathematics, Biological, Exercise, and Physical Science (2 faculty)
  - a. Faculty 1 (will not be filled for spring 2012 due to sabbatical leave)
  - b. Faculty 2 (vacant)
7. School of Public Safety (2 faculty)
  - a. Faculty 1 (vacant)
  - b. Faculty 2 (vacant)
8. School of Liberal Arts (2 faculty)
  - a. Faculty 1 (vacant)
  - b. Faculty 2 (vacant)
9. School of Business, Technical Careers, and Workforce Initiatives (2 faculty)
  - a. Faculty 1 (vacant)
  - b. Faculty 2 (vacant)
10. Library and Technology Services (2)
  - a. Dean (currently filled)
  - b. Staff (vacant)
11. Student Affairs/Services
  - a. Dean (vacant)

- b. Transfer Center Director (currently filled)
- c. Counselor (vacant)
- d. Job Placement Officer (currently filled)

Members were invited to send their further input to D. Miramontez to refine the list.

B. Update Mission Statement and Committee Goals. D. Miramontez pointed out that this committee has changed since it first began, and he suggested that the Mission Statement and Committee Goals be updated accordingly. The committee reviewed several samples of research committee mission statements including those of City College, Mesa College, Continuing Education and SDCCD. After discussion, it was moved, seconded and carried to adopt the following language for this committee:

"San Diego Miramar College Research Committee  
Mission

The purpose of the San Diego Miramar College Research Committee is to promote and facilitate a culture of evidence and collaborative inquiry in which accurate data and information is generated and developed into useful information for institutional assessment, integrated planning, and to improve student learning and institutional effectiveness.

Key activities supporting the mission include the development of an annual college-wide research agenda; management of internal and external research requests following established protocols; support and facilitation of research and delivery of data and information in instructional programs; student services, and outreach/marketing; maintenance of the Research Subcommittee and Institutional Research webpages; and collaboration with the San Diego Community College District Office of Institutional Research and Planning."

C. Discussion of survey development based on results of the Sources of Data survey results (postponed due to time constraints).

**IV. Old Business (Continued):**

D. Environmental Scan Discussion. The purpose of the Environmental Scan (ES) is for use in institutional planning and grant writing. The first iteration of the ES was done in 2008-09, and then updated in 2009-10 and 2010-11. After discussion, R. Barnes and D. Miramontez recommended that the ES should be put on a time cycle that is commensurate with the Educational Master Plan (EMP); and because the EMP is a three-year plan, a comprehensive ES should also be done every three years, to be done the

year before the EMP expires. The next ES would be done in 2013-14.

D. Miramontez proposed that the Research Subcommittee can start work on an outline version of the 2013-14 ES with the purpose of developing a comprehensive content to help guide the next iteration of the EMP.

A District-wide ES was last done in July 2006. If another one is to be done it must be commissioned by the Chancellor's cabinet. Since it has been 5 years since the last District-wide ES was conducted, and the economy has changed so much, the Research Subcommittee can recommend to PIEC and CEC that it's time for a new one. However, R. Barnes suggested waiting a bit to make this recommendation, so the information in the next District-wide ES is current and can serve to inform the 2013-14 Miramar ES.

It was moved, seconded and carried to strike updating the Miramar ES on a yearly basis as a recurring duty of the Research Subcommittee because there is no need for it. Furthermore, the motion was approved to start a "work in progress" outline for the 2013-14 ES.

D. Miramontez will submit changes to PIEC, CEC, and CGC at the beginning of the spring 2012 semester.

**VI. Standing Reports.**

- A. Campus Researcher Report. Postponed.
- B. District Research Council Representative Report. Postponed.
- C. PIEC Representative Report. Postponed.

**VII. Roundtable.** None.

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

12/12/11  
Todd