Monday, February 8, 2016
3:00 p.m. to 4:30 p.m.
L-107

Members Present: Xi Zhang (Chair), Naomi Grisham, Val Sacro, Paulette Hopkins, Dawn Diskin (Guest), Fred Garces, Patricia Hunter

Members Absent: Daniel Miramontez, Brett Bell, Steve Quis, Joseph Hankinson, Gerald Ramsey

1) **Call to order:** The meeting was called to order at 3:02 p.m. by X. Zhang

2) **Approval of Minutes:** Minutes from November 9, 2015 was moved by F. Garces and seconded by N. Grisham, and carried to approve minutes.

3) **Approve agenda:** Agenda was moved by P. Hopkins, seconded by N. Grisham and carried to approve the agenda of February 8, 2016.

*Strategic Goals

4) **Old Business**

    a. <u>Comprehensive Review of the College-wide Research Agenda</u>.   **1.4**
Updates from changes to the Research Agenda Example 2 was presented, which included Guiding Questions and a table for acronyms and abbreviations. Additional updates included adding a cover page, updating content, adding overview and introduction. Reviewed narratives, and suggestion and feedback were solicited. Motion to approve Research Agenda changes by N. Grisham, seconded by P. Hopkins. Watermark will be removed, additional acronyms will be added (i.e., SPAS) and Research Agenda will be finalized.

    b. <u>Review RSC Goals, Procedures, and Membership</u>.   **1-4**
Had the final look at the RSC Goals and Activities. Motion to approve by N. Grisham, seconded by P. Hopkins. Governance Recommendation Reporting Form will be filled out and completed for review. Protocol for distribution will be looked into prior to submitting form to College Governance Committee (CGC).

    c. <u>Update Ad-hoc Research Request Form and Process (Spring 2016)</u>.   **1-3**
Current interactive PDF form content and format will need to be updated. Suggestion was made to convert this into a survey form using SurveyMonkey - request can be documented automatically and sorted to manage current requests. Logistics to for discussion are: printout of submitted research request by individuals (available upon entry into SurveyMonkey) but receipt can be requested, signature pages, and how to manage ad-hoc requests.

    d. <u>Update GIRPA Form (Spring 2016)</u>.   **1-3**
Tabled.

5) **New Business**
   a. <u>None</u>.   **1-4**

6) **Standing Reports**
   a. <u>Research and Planning Analyst Report.</u>   **1-4**
       Survey results for Student and Employee Satisfaction Survey are available and
       posted on Research website. ACCJC Annual Report will be worked on (with
       benchmarks). CGC requested a survey to be created for Program Review
       effectiveness. In the process of reviewing applications for a Research Associate.
       Preparing SPAS for the Planning Summit. Qualitative data from planning events
       were analyzed and compiled – example packet was previewed (posted in Research
       website). 42 min. Enrollment Analysis. Basic Skills proposals will be due by
       February 29, 2016. Presented Acceleration Model and Data Exploration at Basic
       Skills Committee and English Department. Preparing data for the Regional
       Enrollment Survey. IPEDS data will be communicated to the college. Will be
       attending the CTE Dashboard workshop. Creating list for the National
       Postsecondary Student Aid Study. Preparing data for Veterans, to be presented at
       Board meeting.

   b. <u>PIE Committee Representative Report</u>.   **1-4**
       Tabled.

8) **Open Discussion**.
       Review RSC committee composition for seat availability.

9) **Adjournment.** The meeting was adjourned at 4:20 p.m.