

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

**Present:** Randy Barnes; Patricia Flower; Parvine Ghaffari; Naomi Grisham; Susan Schwarz; Katinea Todd; Sandi Trevisan.  
**Guests:** Joseph Hankinson; Cathy Hasson; Duane Short.

**I. Call to Order:** The meeting was called to order at 3:07 p.m. by D. Short, and self-introductions were made.

**II. Approval of Agenda:** The meeting agenda was approved by consensus.

**III. Approval of Minutes:** The Minutes of September 12, 2011, were approved by consensus.

**IV. Old Business:**

**A. Student and employee satisfaction survey modifications.** Between now and the next meeting on November 7, the committee members will review the survey and will send their input to D. Short. He'll consolidate everyone's input into a draft document and send it to the committee before the next meeting. At that meeting, the draft will be reviewed and discussed, and the committee's recommendations will be forwarded to C. Hasson before mid-November.

**B. Research data and information resources survey review and approval.** The survey was reviewed, and suggestions were made to refine it further in order to provide information to use to help guide the work of this committee and provide the results to the campus on how we're doing in using research data in making decisions. D. Short will summarize and email the suggestions to the committee for feedback, and he will look at how best to deliver the survey.

**V. New Business:**

**A. Governance document review.** No changes.

**B. 2012-13 Research Agenda development.** There were several suggestions for changes to the 2012-13 Research Agenda, and D. Short will forward those to our part-time campus researcher, Daniel Miramontez. The Committee won't address the 2012-13 Research Agenda again until D. Miramontez returns and provides a draft for review.

**C. Environmental Scan.** The Committee discussed the Environmental Scan in the context of the new College planning process and agreed that the Committee should review and update the Scan each year if there are any significant changes during the year. D. Short will email the Scan to the Committee and it will be reviewed at the next Committee meeting.

**VI. Information Items.**

**A. Status of 2011-12 Research Agenda.** Minor edits to the 2011-12 Research Agenda were made by the Planning and Institutional Effectiveness Committee (PIEC). It has not yet approved by PIEC, but D. Short believes it will be approved at the next PIEC meeting and then will be forwarded on for final approval.

**B. Headcount by Zip Code report.** S. Trevisan summarized the Zip Code report and fielded several questions from the committee about the report. D. Short agreed send the report to department chairs and program leaders for instructional program review, as well as the other program review chairs for use in their program review process. It was suggested that next year's report separate out online courses versus non-online courses, and D. Short added that to the list of items to change on the Research Agenda.

**C. Meeting dates.** The next scheduled meeting will be November 7, 2011, 3:00-4:30 p.m., in the President's Conference Room (A-102a).

**D. Campus/District researcher report.** C. Hassan reported that the District Research Office has completed two new reports: the High School Pipeline Report and the Final Degree and Certificate Report, and those are available on the website.

**E. District Research Council representatives report.** None, because the DRC hasn't met yet; there is a meeting scheduled for this October 28, 2011, that may happen or may be cancelled.

**F. PIE Committee representative report.** None.

**VII. Roundtable.** S. Schwarz reported that Linda Woods, as Chair of Chairs, requested a quick turnaround of the research report. However, that research report has already been forwarded to the District. The District believes that the research has already been done and steered L. Woods to the correct place to get that research report that she needs; and the committee agreed that the matter seemed to be resolved.

**VIII. Adjournment:** The meeting was adjourned at 4:15 p.m.