

San Diego Miramar College | 2017-18

Research Subcommittee Minutes

Monday, October 8, 2018
3:00 p.m. to 4:30 p.m.
L-107

Present: Daniel Miramontez (proxy for Xi Zhang), Linda Woods, Kristine Kilanski, Laura Pecenco, Naomi Grisham, Olga Fryszman, and Shayan Nazeri.

Call to order: The meeting was called to order at 3:01 p.m. by D. Miramontez. New ASG representative, Shayan Nazeri, was introduced to the Research Subcommittee.

Approve agenda: Agenda was moved by N. Grisham, seconded L. Woods and carried to approve the agenda of October 8, 2018.

Approval of Minutes: Meeting Minutes for September 10, 2018 was moved by N. Grisham, seconded by L. Pecenco and carried to approve.

[*Strategic Goals](#) [Accreditation Standards](#)

Old Business.

1. Research Subcommittee (RSC) Evaluation 1-4 I.B, IVA
 - a. Communication – This was a continuation from the last RSC dialogue which talked about what the subcommittee has done well and on how it could improve with communications. Using the nominal group technique commonly used in Research, following questions regarding communication were answered by RSC:

RSC Focus Group Questions and Answers:

- a) What are some examples of the work that the RSC does that the campus would benefit from knowing?
 - Constituents could benefit from RSC members' knowledge and discussions regarding how to interpret data.
 - Constituents could benefit from RSC members' knowledge and discussions regarding where to find data (e.g., types and location of reports).
 - Constituents could benefit from greater training regarding the types of data available to assess educational effectiveness and outcomes (e.g., student learning outcomes, achievement data).
 - "Everything"
- b) What are some barriers or challenges to communicating the work of the RSC?
 - Members feel overwhelmed and stretched thin due to their many responsibilities and roles on campus.
 - Minutes do not provide adequate detail to constituencies on the accomplishments of the committee nor do they establish why what the committee does is important to the rest of campus for people not already in-the-know.
 - Some members feel that they lack outlets for information.

- Some members felt that what the RSC does is not well known on campus, and that the description of the RSC made publically available is not detailed or specific enough to the work done there. (One member shared that she assumed the RSC was an IRB committee for the campus.)
 - People experience role confusion and do not know who they are representing/accountable to as members of the committee.
 - There is confusion about the governance structure and how/where information is supposed to flow.
 - Members struggle with how they should frame the work to meet the needs of their constituencies. To do this would be an added layer of work on top of already busy schedules.
 - Members are not sure regarding the expectations of them to report out.
 - There may be a need to further diversify membership to include more CPs.
 - It is difficult and takes know how and training to help people overcome their data fears, especially when members aren't always confident of their own understanding of reports.
 - Lack of communication with district means there is not always transparency/accessibility regarding data/research products.
- c) What are some opportunities that the RSC offers for overcoming these challenges?
- Most members are on multiple committees.
 - There is a good representation of people from different roles (e.g., students, faculty, administration, CPs)
 - There is a good representation of committee members from across schools.

Focus group continued with gathering information that explain why what is discussed at RSC are important to campus community:

RSC Focus Group Ideas

- Within minutes, include call-outs that explain why what is discussed at the RSC (e.g., reports, changes to reporting metrics like Simplified Metrics) are important to the campus community.
- In non-RSC meetings, members should speak up when they are aware of available data, reports, etc. that may be helpful to informing the discussion.
- Include a section in Data Nerd News that lists all the RSC members so that people will know who they can reach out to with questions.
- At meetings, remind people who the members of RSC are so that people will know who they can reach out to with questions.
- Chair should designate who should carry information where after each agenda item is discussed.
- Create KISS cards of key points. (Similar: Re-cap key points for diffusion; Work together at the end of meeting to discuss key points and brainstorm how to frame it appropriately for different constituencies to make information meaningful; At the end of the meeting, restate major points and ideas discussed; Recap what was discussed at the end of each meeting and determine information flow).
- Update information in the handbook so that the mission and goals of the RSC are clear.
- Adopt a similar form to the ASG Reporting form.
- Send monthly emails to schools (or deans), or schedule monthly meetings with deans to inform of major RSC accomplishments/points of discussion.

- Treat RSC members like SLO/AC reps, who are responsible for serving as experts for parts of the campus.
- Include updates on the RSC's accomplishments/major points of conversation in Data Nerd News.
- Provide list of ways in which data would be useful to people with different constituencies/schools/etc.
- Update website to make it interactive. Ideas include blogs and short tutorials (like available on Mesa's website).
- At a system-level, increase chair mentoring by committee representatives.
- Clarify roles and expectations of representatives.
- Simplify governance structure so the communication flows more effectively.
- Develop network analysis of relationships and use to determine communication strategy. (Similar: Determine key populations for each member to visit.)
- Start a "report of the month" email, highlighting major findings and how they apply to the college/individual areas.
- Formally increase number of committee members to ensure all constituencies have access to information. (Similar: ID populations that would benefit from representation on the committee/communication outflows).
- Create an app to communicate about available data/provide suggestions about what to read.

Next step is for a homework that will ask RSC members to rank these ideas.

New Business.

1. Annual Tutoring Report

**1-4 I.B, IIA, IIB,
IIC, IIC, IVA**

This report is produced annually, looking at Basic Skills Math, Math, Basic Skills English, and English. This year, a collegewide Tutoring Report was produced to get a good understanding on what students are requesting, who will receive tutoring, and what tutoring does for students. This report can be drilled-down to concentrate on specific courses or subjects, with an executive summary that shows major findings regarding tutoring (this report excludes tutoring from other colleges). For the quality on data regarding tutoring, there are concerns due to capturing positive attendance data. Students log into the tutoring center using CSID, but it's unclear on how the facilities are used once CSID is entered. Students who use computers are captured the same as students receiving tutoring in the tutoring center. There was also concern on being mindful on Supplemental Instructional (SI) Tutoring, naming convention and process needs to be reviewed to differentiate SI from tutoring. There are limitations to this report and further analysis and discussion will be needed. Integration of services in the ASC will require more dialogue on tracking student usage of the center. Dialogue will be taken to ASC Taskforce to further review.

2. ISLO Survey

**1-4 I.B, IIA, IIB,
IIC, IIC, IVA**

Tabled.

Standing Reports.

1. PIE Committee Representative Report

1-4

Currently reviewing Mission Statement and was sent out to constituencies for review and will be brought to CEC for approval. Planning Summit is scheduled for March 15, 2019 focusing on student soft-skills.

2. Round-table Updates

1-4

ASG will be hosting its first Town Hall on Thursday, October 18, 2019, at 2 p.m. This is a platform where students can have a dialogue on how the campus can be better.

Open Discussion.

Next Scheduled Meeting. December 10, 2018

Adjournment. Meeting was adjourned at 4:32 p.m.

****San Diego Miramar College Fall 2013–Spring 2020 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.*