

San Diego Miramar College Research Request Form & Instructions

Instructions

All ad hoc research requests are processed through the Miramar Research Subcommittee. Please complete this form and return it to the Research and Planning Analyst (RPA) Xi Zhang [xzhang@sdccd.edu]. In order to have your request processed, you will need to schedule a meeting with the RPA to discuss and refine your research request and become informed about the expectations associated with your request.

The following are instructions and examples 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.*

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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.

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Date needed:

Description

What is the research question:

What will be researched?:

Who will be researched?:

How will the research results be used?:

Who will use the research results?:

Justification

How does this research relate to Miramar's mission and strategic goals?:

Is this research needed for any federal or state mandates? Please explain:

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Is this research tied to any special college programs or initiatives? Please explain:

Other comments / information:

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Due to federal FERPA regulations, if your request requires data of a sensitive nature, you will be required to review and sign the [Guidelines for Implementing the Research Planning Agenda \(GIRPA\)](#) available on the Miramar Research Subcommittee web page.

Name/Signature of Requestor

Date

Name/Signature of Department Chair

Date

Name/Signature of Dean or Appropriate Manager

Date