AGENDA

SCCCD Research Group

August 30, 2012

- **Charge Statement: District Research Group**   **All**

- **Organization for Increased Research Capacity**   **All**

- **UCLA Research Project**   **All**
  - **Background**
  - **Intent**

- **Human Subject Policy**   **All**

- **Next Steps**

Notes
SCCCD Research Group
Meeting: August 30, 2012, 10:00 – 11:00 a.m.

Attendees: M. Johnson, R. Torres, D. Kim, R. Fox (Convener), L. Zhai

Charge Statement: District Research Group (SCCCD RG)	• The SCCCD RG's Charge Statement was discussed in detail.
	• Group concurred that WASC recommendation regarding "increased research capacity" should be interpreted to include the college/centers and district.
	• Charge Statement was modified as follows:
	  ➢ "Develop comprehensive plan that will increase research capacity" should be added to the committee charge.
	  ➢ The 5th element of the charge statement was revised as follows: "Develop procedure to review and prioritize research requests"
	  ➢ "Develop comprehensive plan to increase research capacity districtwide"
	  ➢ Provide training and resources to enable faculty and staff to become informed users of research and to successfully undertake basic research projects.

Organization to achieve increased research capacity	• R. Fox indicated the following:
	  ➢ No additional staffing should be anticipated
	  ➢ Researchers would continue to perform assigned duties under college/center leadership
	  ➢ College/Center Researcher and DO would comprise the SCCCD Research Group under the leadership of the VC, Ed Services and Institutional Effectiveness.
	  ➢ The Researchers would review the research agenda of their respective college/campus to identify similar projects.
	• The Research Group will meet periodically to coordinate their efforts and resolve issues.

AGENDA

SCCCD Institutional Research Group

October 1, 2012

1. **Review of approved Charge Statement**   **R. Fox**

2. **Campus Research Agendas**   **All**

3. **Review of Organizational Structure**   **All**

4. **C6 Researcher (Update)**   **R. Fox**

5. **Strategies to increase research capacity**   **All**

6. **Human Subject Research Policy (Status)**   **R. Fox**

7. **Leadership Transition**   **R. Fox**

Notes
SCCCD Research Group
Meeting: October 1, 2012, 12:30 p.m.

Attendees: M. Johnson, R. Torres, D. Kim, R. Fox (Convener), L. Zhai

Charge Statement: District Research Group (SCCCD RG)	• Reviewed SCCCD RG's Charge Statement as approved by Chancellor's Cabinet on 9/24/2012
Campus Research Agendas	• Researchers will email agendas/list of projects as compiled for District Strategic Plan to Mr. Fox
Review of Organizational Structure	• Current structure will continue. • The Research Group will meet periodically to coordinate their efforts and resolve issues.
C6 Researcher (Update)	• Part-time researcher hired to work on C6 project
Strategies to increase research capacity	• No additional funding. Review current list of projects for each research office (campus/district). Create intranet folder for projects to eliminate duplication.
Human Subject Policy	• Reviewed Research Approval Process Flowchart
Leadership Transition	• Dr. George Railey to start as Vice Chancellor Educational Services and Institutional Effectiveness on November 1, 2013
UCLA Research Project	• CIRP/UCLA survey – discussion on parameter for survey and timeline for dissemination and results.

AGENDA

SCCCD Institutional Research Group

November 13, 2012 at 3:30 PM

DO North, Bld. A, Conference Room

1. **Introductions**

2. **Districtwide Research Agenda**   **All**

3. **HERI Climate Survey (Status)**   **All**

4. **Human Subject Research Policy (Follow Up)**   **All**

Notes
SCCCD Research Group
Meeting: November 13, 2012, 3:30 p.m.

Attendees: M. Johnson, R. Torres, D. Kim, G. Railey (Convener), L. Zhai

Introductions	• Introduced Dr. George Railey, new Vice Chancellor and chair of Research group meetings to the group
Districtwide Research Agenda	• Discussed Research Agenda and possible projects for inclusion
HERI Climate Survey (Status)	• Survey will be conducted March-May • Results summer 2013
Human Subject Policy	• Discussion on adapting FCC Human Subject Policy districtwide

Minutes - REVISED

SCCCD Research Group

May 24, 2013

Attendees: George Railey, Lijuan Zhai, Michelle Johnson, Robin Torres

- **Pre-Req. Validation**   **M. Johnson**
  - Identified process begins with request in Curriculum Committees
  - Researchers agreed to use prerequisite validation guidelines from RP Group Districtwide for prerequisite validation studies

- **Professional Development**   **M. Johnson**
  Atomic Learning to the District Tech Summer Group
  - Michelle explained Atomic Learning and some of the various online training programs available (including Microsoft programs, SPSS, and many topics)
  - Program is currently funded at FCC only
  - Don Lopez will get back to Michelle on cost for providing program districtwide

- **Human Subject Review Policy and Procedures**   **L. Zhai**
  Status Update
  - Approved by Chancellor's Cabinet
  - Footer will be added to document indicating adapted from FCC Institutional Research and Effectiveness Committee

- **WSCH/FTEF Calculations**   **R. Torres**
  - Question about continuity between data in Datatel and SQL's capacity raw data; confirmed calculation in capacity raw data are consistent with XLOC in Datatel
  - Will verify accuracy in cross-listed and multiple instructor courses

- **ACCJC Annual Report Standards**   M. Johnson
  (De Anza College Example)
  - Reviewed De Anza College example for setting institution standards; will modify for SCCCD and then present to Chancellor's Cabinet for approval

- **Districtwide Research Priorities**
  - Increase Districtwide Research Capacity
  - Mandated Reporting (State and Federal)
  - Student Success Act Implementation (AB1456)
  - Enrollment Management
  - SQL Migration as Pertains to Research and Data Warehouse Project
  - Districtwide Data Dashboard

- **Other**
  - Researchers will attend Student Success Conference in October (funded by Dr. Railey)
  - Add Human Subject Review Policy and Procedure Document and Forms to IR websites
  - Reviewed research request from CSUF. Lijuan will contact requestor to fill out new research form and Robin will send out letter approving request once SCCCD forms are completed and signed.

STATE CENTER COMMUNITY
COLLEGE DISTRICT

AGENDA
Meeting of Institutional Research
September 17, 2013- 8:00-9:00 a.m.
DO North, Building B, Rm 305

1. Ethnic/Race Catagories ⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨ R. Torres

2. Fact Book ⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨ R. Torres

3. RP Group CTE Employment Outcomes Survey ⟨⟨⟨⟨⟨⟨⟨⟨ M. Johnson

4. Scheduling Districtwide Surveys ⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨⟨ M. Johnson

Next Meeting: October 15, 2013
8:00 am – DO North, Building A, Rm 205