PRESENT: Randy Barnes, Helen Elias, David Fierro, Denise Whisenhunt, Xi Zhang

STAFF: Desiree van Saanen

REPORT FROM XI ZHANG:

I. Program Review Data

Each spring, Xi provides a program review data packet for each discipline, which includes six separate reports on student characteristics, outcomes and productivity (fall and spring). The packets are available in the shared folder created for VPI and all instructional deans. The VPI and deans can go into the folder and download the reports as needed. The reports are also backed up on a CD and the VPI has it.

Committee members discussed moving toward a programmatic approach of Program Review and reporting, in addition to the discipline-level reporting that is currently used. Xi distributed a matrix that outlines Miramar’s program review process, which provides data from the departmental to the subject levels as follows:

- Department
  - Program(s)
    - Award(s)
    - Subjects/disciplines

Programmatic data would provide a macro view of identifiable trends, leading to a more meaningful interpretation of the data. These characteristics could then be restated in TaskStream for program review and accreditation purposes. Xi prepared and distributed for review a mock report completed for the apprenticeship program. Committee members agreed it would be best to have data (subtotals) for the disciplines in addition to program data.

By consensus, the committee members approved the programmatic data approach to be used in conjunction with discipline-level subtotals. Xi will present the request to MPAROC.

II. Outcomes Report for Underrepresented Student Groups

Xi explained that District annually develops a district-wide highly aggregated report based on all underrepresented student learning communities (Puente, Umoja, Basic Skills, FYE etc.); Xi then breaks down the data to reflect City College’s picture for each group. The outcomes are then presented to campus representatives and posted online. Reports reflecting 2012 data are currently posted.
III. **Statway Data**

Xi is currently preparing two Statway data sets for submission: Fall 2012 data (end of term) and Spring 2013 data (first census).

IV. **Other**

It was noted that data gleaned from student learning community reports should be incorporated into TaskStream, as well information from other resources such as meeting notes/summaries.

Committee members discussed revisiting the “mission,” purpose, and infrastructure of the SDCC Research Committee, especially since the responsibility of processing requests for research projects (i.e. for faculty dissertations) has been moved to district. While the committee generally assists in the prioritization of campus-based research projects, Xi indicated that she has been able to prioritize requests (any request requiring more than two hours research time is subject to prioritization). This subject will be further explored at the March 12 meeting.

The topic “Enhancing Grant Research Process” will be included on the March 12 agenda.

It was noted that faculty may have difficulty attending the Research Committee meeting due to class conflicts. To accommodate faculty committee members schedules, Desiree will send out a notice to members asking if they would prefer a 2:00-3:30pm meeting time.

**NEXT MEETING (unless changed):**

Tuesday, March 12, 2013  
12:30 – 2:00 p.m.  
Conference Room B-104