SAN DIEGO CITY COLLEGE

Research Committee - Summary
Meeting of Wednesday, November 17
2:00 – 3:30 p.m.
Conference Room D-102

PRESENT: Salley Deaton, Berta Harris, Jan Jarrell, Eric Sandoval, Minou Spradley (for Randy Barnes), Peter White, Xi Zhang

STAFF: Desiree van Saanen

I. District Research Committee – No Update

II. BRIC-TAP – Next Steps

The BRIC team will visit City College again on December 15. They will meet with the Research Committee at its regular time that day.

III. Review of the IRB Process

Committee members discussed several IRB proposal processing issues that have arisen from recently-submitted proposals.

A. Protocol for approval – It was brought to the committee’s attention that the home institution—in this case SDSU—requires the initial approval of the subject institution (City College) before the respective department chair will approve a research proposal. It was agreed that City College may proceed to review and approve a proposal prior to the home institution’s approval; however, actual subject/workgroup research cannot proceed until City College receives a letter of approval from the home institution.

B. Clearer definitions/instructions – It was suggested that clearer definitions, such as in the case of “Expedited Research” be provided. Our Instructions/Guidelines may need to be reviewed to ensure our process is clear.

C. Concerns regarding faculty using their own students - Committee members raised concerns regarding the use of students as human subjects by their professors. It was noted that students may feel undue pressure to participate in a survey or focus group when they are asked to by their own professor. Committee members agreed that faculty conducting human subject research using their students should:

- clearly delineate terms of the participation so that students understand that participation is completely voluntary and is in no way tied to their grades;
- perform survey and focus activities outside of class time;
- assign someone else (neutral) to conduct student interviews.
C. Concerns regarding faculty using their own students (continued)

Committee members also discussed the pros and cons of assisting all faculty who are working on doctoral research. Meeting institutional requests as well as faculty doctoral needs may become an onerous challenge; however, data acquired through the IRB process could be shared at the institutional level and would benefit everyone. Thus far, the district Institutional Research has been providing the data to faculty via Lynn Neault.

IV. IRB Requests

Committee members reviewed and approved the proposal submitted by David Fierro. Peter will contact Professor Fierro to ensure he follows the protocol outlined above.

V. Research Updates

A. Completion by Design (Gates Foundation) – Peter provided information on the Bill and Melissa Gates Foundation’s “Completion by Design” project, the objective of which is to create a consortium of colleges to explore strategies and jointly plan best-practice models to assist in the educational progress of low-income students. The district has agreed to be part of the consortium wherein City College will participate with a cohort of colleges—including LA Southern, Foothill-DeAnza, and American River College. The Los Rios CCD would function as the managing partner. City and the cohort colleges were selected due to the numbers of Pell grant recipients and low-income students served by the institutions.

The Gates Foundation requires partner districts obtain approval signatures of the chancellors, academic senates, and labor unions. It was noted that AFT has reluctantly signed off on the proposal, but due to major concerns regarding the foundation’s objectives and the proposal’s potentially intrusive implications, a side letter will be incorporated into the proposal that gives the AFT the option to abandon the partnership after one year. Peter explained that the grant’s first year will be devoted primarily to inter-institutional work between the four colleges. Year two would focus on implementation.

Committee members raised additional concerns regarding the modest monetary contribution City College is likely to receive from the foundation compared to the possible workload demands that may be assigned to the college.

B. *Title V* – the Title V Steering Committee has been formed and steps are underway grant-funded assignments as follows:

Program Activity Manager (search process in progress)

Faculty and Classified Reassignments for:

- FYE (Yesenia Gonzalez)
- SLA (Lance Soukhaseum)
B. **Title V (continued)**

- Professional Development (Elva Salinas)
- Front Door Coordinator (TBD)
- Administrative Assistant(s)
- Research Assistant
- Title V Coordinator (This will be Peter White, at least for an interim period)

The grant will cover the cost of backfilling faculty and support staff receiving release time. Committee members assigned specific tasks will be responsible for convening work groups to assist with task/activity development and completion.

B. **Update of near term priority projects** – Xi distributed copies of a matrix listing near-term research projects, including requestors and deadlines. Projects have been prioritized according to breadth of application (i.e., the broader the function on campus, the higher priority it is given), as well as by deadlines. Xi noted that some projects, such as generating program review data, will take over 100 hours to accomplish. However, she is only able to devote 50 percent of her day to data research since she must also take time for other obligations, meetings, etc. Committee members suggested that the Gates Grant project be moved from #10 on the priority list to #11 until we are able to ascertain the monetary support City College will receive for its efforts.

VI. **Update on the Research Website – No Update**

VII. **Campus Climate Survey**

The District’s Research Office is concerned about low responses to the recently-disseminated Campus Climate Survey. Thus far, City College’s response rate is approximately 32 percent. In an effort to boost responses, DO Research has been sending email reminders every week since November 1 to all employees who had not yet responded. Campus leaders have also disseminated emails encouraging participation.

The last date to participate in the survey is Friday, November 19. Xi indicated that findings from the survey will be reported and available in spring 2011.

VIII. **TaskStream Update**

Berta indicated that instructional department chairs liked and agreed to the idea of foregoing completion of Forms A, B and T—at least for one year—to focus entirely on inputting identified SLOs, measures and outcomes into TaskStream. Student Services will continue to use the master planning/program review forms, as well as input SLOs into TaskStream.
IX. Update on the Class Schedule Market Research

Analysis of the class schedule market research has been completed. Xi reported that the report’s findings will be presented to Chancellor’s Cabinet as a PowerPoint presentation; then the data will be presented to the Research Committee before or by the committee’s next meeting on December 15.

Next Meeting: Wednesday, December 15, 2010
2:00-3:30 p.m.
Room D-102