

RESEARCH AND PLANNING COMMITTEE MINUTES

DATE: March 3, 2011

TIME: 3:00 – 4:30

LOCATION: New Office of Instruction Conference Room 420 – 4th Floor Core

Members present: Humberto Sale, Gil Rodriguez, Gail Newman, Terence Elliott, Ruth Goodin, Denise Knowles, Ryan Pedersen, Erlinda Jones, and Margaret Hertstein

Guest: Cindy McGrath

<i>Item #</i>	<i>Topic/Activity</i>	<i>NOTES</i>
1.	<u>Announcements:</u>	<ul style="list-style-type: none"> • Plan to attend the October RP conference. • COGNOS is still working • Ruth attended the “Innovations Conference in San Diego. Technology was highly promoted. How can we catch up?
2.	<u>Minutes and Agenda approval</u>	The agenda and minutes were approved.
3.	<u>Reporting from other College Committees:</u> SGC- Gil, Ruth PDAC- Ruth, Denise DE – Ruth GE- Gil Curriculum –Gil, Terence IDEA – Gil, Humberto TLP – Gil, Terence	<u>SGC</u> <ul style="list-style-type: none"> • The next BRIC retreat is March 18th • SGC will have a retreat March 30th – subject Accreditation. <u>PDAC</u> <ul style="list-style-type: none"> • Leadership workshops have been ongoing every other Friday and EXCEL trainings have occurred. • Blackboard 9.1 training coming in April. <u>Curriculum</u> <ul style="list-style-type: none"> • Updating of online supplements for FA11 offering • Outdated courses, Title V • Course designators correctly placed • Review of Distance Education Best Practices and Policy <u>TLP</u> <ul style="list-style-type: none"> • Restructure of cycle of assessment • TLP Survey • Assessment integrated into Program Review process

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		<p><u>GE</u></p> <ul style="list-style-type: none">• Online Supplement• GE Seminar Planning• FA10 Assessment report analyzing <p><u>D.E.</u></p> <ul style="list-style-type: none">• BSI funding for D.E. related activities <p><u>IDEA</u></p> <ul style="list-style-type: none">• No Feb. Meeting• Revisions are being made to the Student Equity Plan.• CUE work – what next? Another team is working on this discussion.• A solid outline is being developed to integrate diversity throughout our institution.
4.	BRIC: Institutional Effectiveness –Gil, Humberto	<ul style="list-style-type: none">• Planning meetings have been held to prepare for the next BRIC retreat on March 18th – 12:30 to 5:00• KC Greaney of Santa Rosa Jr. College will be the facilitator.• Educational Plan vs. Strategic Plans, both or one?• When do we assess our planning processes needs to be discussed.• SGC and Planning Committees are invited to this retreat.

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5.	Program Review – Gil	<ul style="list-style-type: none">• Subgroup is talking about revision to program review.• PR will not be resetting to FA11 – planning for a FA12 comprehensive plan.• FA11 will be an annual update with “more”. Including some integration of assessment questions.• Eventually having program review open all year is being discussed. Use of tabs for this with a deadline, close the current year tab and open the next years to keep it going.• Currently there is no process to give feedback to faculty on their program reviews. A peer review committee was discussed as a possibility. Deans read them all currently. How do we communicate that the plan does not meet standards. A rubric will be developed to evaluate that will assist in the process.• What will enable a “culture change”? How do we get programs to come into compliance and do the program review for the right reasons and not just to get it done (usually by the same few members of a program) or for funding?• A committee of two managers, two faculty and two classified staff could review them using a rubric to measure.• Training with feedback was recommended on front end of program review. Not just on the
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		<p>technology/mechanics of it.</p> <ul style="list-style-type: none">• Our current technology would allow for a series of tabs (i.e., budget; goals; and/or objectives) for each program that could be reviewed. Experts in those areas can give feedback and advice. Additionally a report can be generated to check if the program review results are meeting the goals of the college.• Gil will put together what we have discussed today and bring it back to the committee.• A subgroup will be needed to evaluate how well the Master Plan goals are being addressed. Achievement of objects from the past two years reports also.
6.	<u>Institutional Effectiveness</u>	Humberto reported he has sent his report out for feedback. . California is changing. It is headed to an era of student learning using data for improvement. Indicators were developed.
7.	<u>Assessing Planning Processes</u>	A committee has been formed. They will map out all the college plans. Where are we in all the planning processes? How are they connected? Could benchmarks be plugged into these processes? SGC is the keeper of the Master Plan and looked at plans at one of their retreats; this may provide some good information. BRIC grant should help with these questions and alignments.

Note-taker: Margaret Hertstein, Meeting adjourned at 4:30 pm