**RESEARCH AND PLANNING COMMITTEE MINUTES**
**DATE:** April 19, 2012  
**TIME:** 3:00 – 4:30  
**LOCATION:** Office of Instruction Conference Room 420 – 4th Floor Core  
**Members present:** Gil Rodriguez, Ryan Pedersen, Bruce Cutler, Danielle Liubicich, Gail Newman, Ruth Goodin, Joe Meyer, Carol Hernandez, Miguel Mauricio, Margaret Hertstein

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<th>Item #</th>
<th>Topic/Activity</th>
<th>Overview/Decisions/Action Items</th>
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<td>1.</td>
<td>Welcome</td>
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<td>2.</td>
<td>Agenda &amp; Minutes approval</td>
<td>• The agenda and minutes were approved.</td>
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| 3.     | Announcements & Planning Related Committee Reporting | • Ryan reported to SGC on this year’s planning work. It was a good year with many accomplishments.  
• Nancy Ybarra emailed that she was very appreciative of the Program Review Feedback.  
• Enrollment management is developing a 1st draft of their plan which is tied to the strategic plan priorities and aligns with timelines.  
• Lots of plans are in the works. |
| 4.     | Strategic Planning | • All the presentations of the S.P. were done.  
• Ryan sent out and received feedback through a survey.  
• All the information from the presentation’s feedback, survey and remarks were updated in the S.P.  
• The new version was presented today and updates pointed out. The Strategic Plan is “college owned” and based on a number of factors, not any particular group. We want to be very clear these are college wide objectives. This is important!  
• Ryan asked what SGC may expect from his presentation. Suggestions were:  
  ✓ Point out the revisions  
  ✓ Mention all the input used |
### TLC Membership
- Need a planning representative on TLC.
- Deans and Managers who are on TLC already can represent with Ryan as backup.

### FA12 Comprehensive Review
- Comprehensive Program Review is close.
- Elements need to be determined as well as format for programs and units.
- Define comprehensive Program Review - compare and contract from the past annuals. Everything we do, look out six years for long term objectives.
- This could be in narrative form – a 5 year tab to update.
- A subcommittee of Gil, Bruce, Ruth, Gail and Ryan will meet to plan.

### Focused FLEX FA12
- Wednesday August 15th – all day event.
- Activity in the morning – something interesting, fun and light-hearted. The new Strategic Priorities theme could be tied into the day.
- “Engaged Flex” was suggested and tie into campus engagement – SP #2.
- Have information on Objectives – Activities – what they are. Use breakout sessions to do work on plans.
- Present a good example.
- Have Coaches and/or stations to talk about feedback. Talk through it.
- Bring your Program Review and ask questions.
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| **8.** | **Program Review Application** | • Goal to have 40 or 45 people.  
• Subgroup for planning Flex – Ruth, Ryan, Danielle.  
• Ruth will check with Myra Snell on some program review activities/ideas.  
• At our next meeting we will see a demonstration from Eng. Eng has been working on the P.R. backend. Elements are mostly the same.  
• The CSLO/PSLO tab will change some. It will match the cohort groups for the new assessment model.  
• Changes will be possible.  
• Past problems will be corrected such as the scrolling.  
• SharePoint was remotely accessible – the accessibility needs to be determined.  
• Do we want SharePoint or Insite. What are the advantages and dis-advantages. Ease of access is important.  
• Be clear on structure.  
• Allison, Ryan and some TLC members can assist in this development.  |

*Note-taker: Margaret, Meeting adjourned at 5 pm*