Research Advisory Task Force (RATF) Minutes - FINAL  
Tues., Dec. 10th, 2013  
12:00pm – 1:30pm  
CAI Arroyo Room  

Members Present: Sarah Master, Leslie Milke, Monica Moreno, and D’Art Phares  

Members Absent: Michael Allen, Angela Echeverri, Pat Flood, Mike Reynolds, Dennis Schroeder, Jan Silver, Bob Smazenka, Hanh Tran  

Guest: Dr. Matthew Lee  

1. **Review of agenda** - Those present reviewed and accepted the agenda.  

2. **Review of minutes from 11/12/13 meeting (when the committee was still the Research/Eval. Theme Team)** - Those present accepted the minutes from the 11/12/13 meeting with no changes.  

3. **Review status of items from prior meetings** -  
   - The system/guidelines for assigning priorities to research requests that was discussed and agreed upon at the last RATF meeting is on the 12/19/2013 College Council meeting agenda as an action item.  
   - The institution-set standards for student achievement (that were developed by Council of Instruction and reviewed/approved by EPC and the Academic Senate) will be forwarded by the Academic Senate to College Council for approval.  
   - Dr. Lee will draft a process for review and revision of the institution-set standards for student achievement for us to discuss at our next meeting.  

   The group’s discussion next turned to ILO/PLO assessment, with the following points made:  
   i. Most programs should have at least one PLO mapped to an ILO, but there may be some stand-alone programs.  
   ii. Not every course must map to an ILO (only make links where applicable).  
   iii. A “program” for PLO purposes may only be part of a “program” for Program Review purposes.  

4. **Discussion of RATF Charter, including additional Charter items beyond those proposed in Dr. Matthew Lee’s gap analysis report** -  
   - The group discussed that its main focus/charter is to address the four tasks proposed in Dr. Lee’s gap analysis report, and that at this point in time it does not seem necessary to create a formal charter, because the group will be done in March with its primary goals.  
   - It was discussed that, going forward, discussions about what data gets collected and reviewed will take place in the committees responsible for the different types of data/measures – in this way, there will be a distributed review of data on campus that
doesn't require a standalone committee. (However, if the campus grows substantially or if we find that this system is not effective, the possibility of creating a research or institutional effectiveness committee could be considered.)

i. For example, the EPC can review and evaluate student learning and achievement outcomes to draw conclusions about the College’s overall effectiveness, the Council of Instruction will annually initiate conversation regarding institution-set standards, and other committees can consider the outcomes they are most responsible for as well.

ii. The Mission Learning Report can be a reference for all of the groups to reflect off of.

iii. Discussion that College Council could be more of a working committee in the future (rather than just a series of reports from different committees).

• It was decided that a fifth task/goal of the RATF would be to “make recommendations for further work on structures and processes for research and institutional effectiveness, as needed.”

5. Continue discussion of campus training needs and develop a consolidated list of priorities for training -

• L. Milke suggested that Department Chairs receive training on using data to justify full-time hires to the Faculty Hiring Prioritization Committee.

• L. Milke also suggested there be training on how to use and look at data for use in writing SLO reports and Program Review.

• Training priorities should be based on users’ functions instead of topic.

• There should be trainings on data interpretation in the Fall for Department Chairs, Vice Chairs, and Program Review leads (could be done at the Chairs and Deans/Council of Instruction meeting).

• Student Services training can take place in their SSSC meeting.

• SLO training for adjuncts (as another topic) – but need to check the contract regarding stipulations for attendance at meetings (could perhaps give them Flex credit for participating in an online lesson?)

  i. Need good examples of SLO reporting

• The Office of Institutional Effectiveness will draft a suggestion on how to meet the identified training needs (e.g., through workshops geared toward audiences’ needs), and these trainings will be scheduled after the draft of the accreditation follow-up report is completed but by the time of the ACCJC team’s follow-up visit.

6. Setting second meeting in February – The group agreed to schedule a second meeting in Feb. on Tues., Feb. 25th, 12:00pm – 1:30pm.

7. Items from the floor - None

8. Adjournment

Next meeting: Tuesday, Feb. 11th; 12:00pm – 1:30pm, Location TBD