

Research Advisory Task Force (RATF) Minutes - FINAL

Tuesday, February 25, 2014

12:00pm – 1:30pm

Academic Affairs Conference Room

Members Present: Patricia Chow, Patricia Flood, Sarah Master, Leslie Milke, D'Art Phares

Absent Members: Michael Allen, Angela Echeverri, Monica Moreno, 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 12/10/2013** - Those present accepted the minutes from the 12/10/13 meeting with one correction by consensus.
3. **Review status of items from prior meetings** -
 - a. **System/guidelines for assigning priorities to research requests and associated research request form:**
 - The system for assigning priorities to research requests was approved by College Council and the President.
 - Instructions were added to the Research Request Form to instruct faculty/staff to forward a copy of the request to their Department Chair or immediate supervisor for their records.
 - The form will be posted on the OIE website and publicized in the Weekly Mission email, as well as in an email to "LAMC All-Users" from the President. The Dean of Institutional Effectiveness and the Research Analyst will also add information about the request form to their voicemail messages.
4. **Review/discussion of the list of Program Review enhancements planned for Spring 2014 and 2015** –
 - The list of proposed Program Review enhancements had been sent out to the RATF for review over email on Feb. 10th, 2014, and no objections/changes were proposed by RATF members .
 - i. This list of specific data and Program Review system improvements was endorsed/ratified at the meeting and is being implemented by IT and OIE.
 - The committee adopted an annual process in which the OIE, in consultation with the PROC, will follow a similar process each year as the one conducted this year to review Program Review feedback and to develop and implement improvements to the Program Review process, data provided for Program Review, and online Program Review system.
5. **Discussion of the "Evaluation and Improvement of the Institution Set-Standards for Student Achievement" document** -
 - The committee discussed the process drafted by Dr. Lee and S. Master for the evaluation and improvement of the institution-set standards for student achievement, and the following changes were made:
 - i. As EPC is currently overburdened, and because the Council of Instruction is more of a staff committee, a new sub-committee of the Academic Senate with student services

representation, which meets once or twice a year, should take over the review and evaluation of the College's performance with respect to the standards.

ii. Academic Senate will send preliminary recommendations to EPC and COI for feedback and revise their recommendations as appropriate before submitting them to College Council by Nov 1 each year.

- The process was adopted by the committee with the changes above.
- Dr. Lee will re-draft the document based on the discussion, and it will be emailed out to the committee for a final review.
- If no significant objections or changes to the process are sent over email, L. Milke will share information about this process with the Academic Senate at their next meeting, and the process will be forwarded to College Council for approval at their March 20, 2014 meeting.

6. Discussion of campus training needs -

- S. Master provided a list of campus training needs that she compiled from previous RATF meetings and Program Review feedback, and the committee endorsed the list.
- The OIE will develop a set of recommendations for discussion at the next RATF meeting regarding how to orchestrate and institutionalize the identified training needs, including identification of responsible parties.
 - i. It was suggested that the Professional and Staff Development Committee could help with the coordination of trainings – the OIE will consider this suggestion.
- It was discussed that a Flex Day training could be developed based upon the Program Review Tips document prepared by the Dean of Institutional Effectiveness.
- LOAC and PROC will continue to make recommendations to the OIE about future training needs.

7. Discussion of concrete improvements in OIE support of ongoing, robust, and pervasive dialogue about the continuous improvement of student learning and institutional processes -

- The OIE should continue to provide the information necessary for campus constituencies to engage in informed conversations, and trainings are a part of this.
- The OIE (and other interested offices) could distribute a one-page "observations" sheet with a cartoon and a table or graph showing data on an interesting research topic pertaining to student learning/institutional effectiveness.
- Opportunities for broad-based discussion are difficult to find. OIE could provide research/data to support dialogue at events that already occur on campus, such as the Deep Dialogue Discussions, the SLO Summit, and the faculty Brown Bag sessions.
- The committee discussed that emails to the campus community are generally ignored due to lack of interest, so this method was not recommended.
- The committee will make a recommendation at the next meeting that, for 2014-2015, facilitation of dialogue by the OIE should focus on committee participation and on trainings in the areas identified, in order to provide tools to engage in informed, evidence-based dialogue. In Spring 2015, the OIE will evaluate campus needs again, in consultation with the appropriate groups (e.g., the Accreditation Steering Committee and Academic Senate).

8. Items from the floor - There were no additional items from the floor.

9. Adjournment

Next meeting: Tuesday, March 11, 2014 from 12:00pm – 1:30pm, CAI 2nd floor Conference Room