

Research, Planning, and Evaluation Committee Existing Description

Introduction:

The Research, Planning, and Evaluation Committee (RPEC), taking direction from College Council, supports the work of the college to achieve its strategic plan, annual priorities and other objectives. This committee supports College Council to set annual priorities by providing high quality research about the state of the college. The committee provides College Council with evaluation of the work undertaken by committees, task forces, workgroups, units and college programs. The Research, Planning and Evaluation Committee supports data-driven decision-making throughout the college thereby promoting a culture of evaluation. This Committee supports the alignment of all existing college plans and ensures the alignment of plans under development coming from committees, task forces and workgroups, with DVC's Strategic Plan and the annual outcomes set by the College Council. In these ways, the Research, Planning and Evaluation Committee informs the work of the College Council, Academic Senate Council, and Classified Senate Council, and informs the work of college and Academic Senate committees, task forces and workgroups and units throughout the college.

Meeting Times/Days: Twice a month and are listed on the campus meeting calendar linked to the DVC homepage

Reporting Status: College Council

Co-Chair Structure: Co-chairs: Selected by committee members.

Membership:

The Research, Planning and Evaluation Committee membership is based on three criteria: expertise in educational research; expertise in planning; and broad knowledge of the college. Membership is drawn from all areas of the college, including SRC, and includes faculty, managers, classified staff and students. The size of the committee is determined by the work the committee must undertake, and selection of individuals to serve will be based on the above criteria.

Categories:

Membership of the committee shall consist of five (5) faculty, three (3) managers and two (2) classified staff. A representative from the District Office of Research will serve as an ex-officio member.

Membership:

3 administration 5 faculty 2 classified 1 district research (ex officio)

Term of Membership:

Three-year staggered terms, may be reappointed for one additional term.

Outcomes	Process
<p>The college will have useable high quality research supporting the development of annual priorities and expected outcomes. [I.B.4, I.B.5]</p>	<p>The Research, Planning and Evaluation Committee works with College Council and the Academic and Classified Senate Councils to inform them in their decision-making about annual college priorities and outcomes with research and analysis of the impact of the prior year's activities to advance the Strategic Plan directive and goals, annual priorities and expected outcomes, and other mandates.</p>
<p>The college's plans and committee work will be aligned with the Strategic Plan and the college's annual priorities. [I.A.]</p>	<p>The Research, Planning and Evaluation Committee works with college and Academic Senate committees, task forces and work groups to align all plans and activities with the Strategic Plan and the college's annual priorities and expected outcomes.</p>
<p>All committees, task forces, workgroups, units, governance bodies and college programs will make data-driven decisions and evaluate their activities. [I.B.3, I.B.4, I.B.5]</p>	<p>The Research, Planning and Evaluation Committee supports the development of this capacity throughout the college.</p>
<p>The committee will produce a summative evaluation of the impact of the college's activities on the annual priorities. [I.B.8]</p>	<p>The Research, Planning and Evaluation Committee will work with appropriate groups to collect relevant information and will analyze and present this information to College Council.</p>
<p>The college will have on-going training and education to develop expertise on the design of research and use of data for decision-making. [III.A.14]</p>	<p>The Research, Planning and Evaluation Committee will develop professional development curricula and provide training for this purpose.</p>

Draft Revision to Replace Existing

January 29, 2019 Draft

Formed: 9/10/15

Revised:

Accreditation Standards: I.A., I.B.3, I.B.4, I.B.5, I.B.8

The Research, Planning, and Evaluation Committee (RPEC), taking direction from College Council, supports the work of the college to achieve its Educational Master Plan, annual priorities and other objectives. The Research, Planning and Evaluation Committee supports data-driven decision-making throughout the college thereby promoting a culture of evaluation. This Committee supports the alignment of all existing college plans. In these ways, the Research, Planning and Evaluation Committee informs the work of the college.

Charge and Function

Research

The RPEC evaluates the data/research needs of the college.

The RPEC facilitates administration and evaluation of college wide research initiatives. When warranted, the RPEC communicates the results of the evaluation.

As per Procedure 4001.01, the RPEC serves as the research conduit for the college. The Procedure outlines the steps through which individuals within and from outside of the college submit research proposals and how those proposals are processed.

Planning

The RPEC makes recommendations to the College Council on college goals, provides summative evaluations of plans and activities, and makes recommendations for the future.

The RPEC works with college committees on the alignment of goals across planning documents.

This committee supports the College Council's efforts to set annual priorities.

Evaluation

The RPEC reviews research and data collected by the college and other sources, writes reports that interpret the data, and assists with developing instruments for projects.

The RPEC makes recommendations to the College Council on metrics.

Professional Development

RPEC, in collaboration with the Profession Development Committees, facilitates activities and trainings about research, evaluation, and planning.

Special Projects

The RPEC completes special projects as directed by the College Council.

It works with the Academic Senate, Classified Senate, college committees, and others to align plans and activities with the Educational Master Plan.

It works collaboratively on district-wide planning efforts with the District Office and with Los Medanos and Contra Costa College.

Meeting Time and Dates: Every other Tuesday at 2:30-4:30

Reporting Status: Reports to College Council

Co-Chairs: The Dean of Institutional Effectiveness and one person selected from the membership

Membership:

Membership is drawn from all areas of the college, including both the San Ramon Campus and the Pleasant Hill Campus, and includes faculty, managers, classified staff, and students.

Members:

3 administration (The Dean of Institutional Effectiveness and two others)

5 faculty

2 classified staff

1 student

Term of Membership:

Three-year staggered terms, may be reappointed for additional terms.

College Council (Established 8/19/2015)

Introduction

The college has established the College Council as its college-wide governance body to support, facilitate and monitor the overall progress of the college toward achieving its goals as established in the DVC Educational Master Plan. The college's goals are informed by many internal and external sources, such as the college's mission, vision and values, program review, college wide planning, the Academic Senate, state, federal or accreditation mandates, or other sources. Although College Council has an explicit governance role in the advancement of college goals, every employee, governance body, committee, task force, work group, unit, and program of DVC shares the responsibility of helping the college achieve its goals. [I, III.A.1, IV.A.1]

College Council aligns the college's annual goals and priorities with the goals of the college Educational Master Plan through a collaborative, transparent governance process (DVC procedure 1009.1). College Council sets measurable, expected outcomes based upon these annual goals and priorities. To achieve these expected outcomes, the college prioritizes its activities. College Council is responsible to ensure that the college engages in continuous, broad-based, systematic evaluation and planning based on the college's goals, annual priorities and outcomes to improve institutional effectiveness and inclusive academic excellence. [I.B.9]

Charge and Function

College Council supports the following institutional responsibilities.

1. The college establishes priorities for its annual work supporting student success and institutional effectiveness [I.B.3] and has annual measurable, expected outcomes/goal to achieve. [I.B.3]

College Council

- is informed about the goals in the DVC Educational Master Plan and in all college plans,
 - facilitates the establishment of the college's measurable annual outcomes/goals and priorities through a collaborative and transparent governance process (DVC procedure 1009.1) [I.B.3, I.B.4],
 - recommends the college's annual outcomes/goals and priorities for that year [I.B.1],
 - calls for quantitative and qualitative data and analysis to understand the college's previous year's progress toward the goals of the DVC Educational Master Plan and annual goals,
 - facilitates and supports the college's work toward achieving these expected annual outcomes/goals.
 - assesses accomplishment of its prioritized expected outcomes/goals [I.B.5].
2. The college will have college-wide plans that are aligned with DVC's Educational Master Plan, mission and external mandates to support equitable student success. [I.A.3]

College Council

- develops the timeline for the review of all college plans and ensures an inclusive and transparent process for the review and development of all college plans,
 - monitors the alignment of all college plans with DVC's Educational Master Plan, mission statement and external mandates, [I.A.3]
 - reviews and makes recommendations on all college plans.
3. The college has a budget that is aligned with the college's annual priorities and goals that support student success and institutional effectiveness [I.B.4] and allocates resources for maintenance of effort, institutional effectiveness and innovation aligned with these annual priorities and goals. [I.B.6, I.B.9]

College Council

- ensures all college resources are aligned with the college's annual priorities and long term goals and that the resource allocation process is transparent
- assesses resource allocation rankings recommended from Budget Committee and Program Review Committee and college-wide plans to ensure resources support the college's progress towards its annual priorities and Educational Master Plan goals. [I.B.9]

4. The college will have effective and current policies and procedures. [IV.A.2]

College Council

- establishes a process and timeline for the regular review of all DVC Procedures for effectiveness and currency. (Excludes academic and professional matters as defined in DVC Procedure 1009.01, Board Policy 1009, District Administrative Procedure 1009.01 and Title 5, Section 53200). [I.B.7]

5. The college has governance roles clearly defined in policy that are designed to facilitate decisions that support student learning programs and improve institutional effectiveness. (IV.A.3)

College Council

- ensures there are governance policies and procedures, well defined transparent structures and roles for constituency participation and decision making aligned with expertise and responsibilities.
- monitors these policies, transparent structures and roles to ensure they are regularly evaluated and communicated across the institution as the basis for improvement.
- schedules on a regular basis both college-wide and operational committee reports to College Council.

Reporting Status: College President

College Council Membership

Membership on the College Council is composed of representative leaders from faculty, classified staff, and students, and leadership from the college's core functional areas: instruction,

student services and auxiliary services (e.g., business, facilities, technology). This structure is intended to assure that decisions by the College Council are based on well informed, timely and widely discussed input through the governance structure. Members of College Council, in their leadership roles in Academic Senate, Classified Senate and ASDVC, facilitate dialog with their respective constituencies. The Academic Senate and Classified Senate Vice Presidents are the College Council co-chairs.

Membership also includes co-chairs of the Research, Planning and Evaluation Committee, the Program Review Committee, Budget Committee and Student Equity and Success Committee to insure that College Council decisions are data informed and college wide efforts are integrated to advance college goals.

Classified staff:

Classified Senate President

Classified Senate Vice-President (co-chair)

Faculty:

Academic Senate President

Academic Senate Vice-President (co-chair)

Management:

Vice President of Instruction

Vice President of Business and Administrative Services

Vice President of Student Services

Dean of Institutional Effectiveness and ALO

Students:

ASDVC President

ASDVC representative

Co-chairs:

Program Review Committee

Research, Planning and Evaluation Committee

Student Equity and Success Committee

Budget Committee

Note: At least one of the representatives from classified, faculty, or management will be from San Ramon Campus, on a rotating basis. In the event that none of the above members are filled by a San Ramon Campus individual, then SRC will recommend a permanent classified or full-time faculty to their constituency group (Academic Senate, Classified Senate) for approval. (What is the term length?) The term length is for one year with possibility of reappointment

The DVC College President serves as a non-voting member.

Term of Membership: Based upon length of the membership position identified to serve on the council.

RPEC Metrics Recommendation

New Students – Entry

1. Fall to spring retention
2. Completion of transfer level math and English in the first year
3. Earned 12 or 15 units in the first term

Snapshot 2015-2016 from Chancellor's Launch Board

Total students in cohort: 3914 (includes new students with leading summer credit and with concurrent high school credit)

1. Fall to spring retention = 71%
2. Completed transfer level math in year one = 24%
Completed transfer level English in year one = 30%
Completed both = 15%
3. Earned 12 units in first term = 23%
Earned 15 units in first term = 9%