

## MINUTES – RESEARCH, PLANNING AND EVALUATION COMMITTEE (RPEC)

### MEETING INFORMATION

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**COMMITTEE CHARGE:**

*The Research, Planning and Evaluation Committee operates under the rules of the [Brown Act](#). This committee is charged with the task of making planning meaningful to the college community by ensuring that all college wide plans adhere to and support the mission, values and strategic plan of the college. These plans will be designed to effectively support student learning and success. College wide plans will contain the appropriate components to drive decision-making processes.*

<b>DATE:</b>	2/13/19	<b>LOCATION:</b>	PCR
<b>TIME:</b>	2:30 – 4:30 pm	<b>MEETING TYPE:</b>	Governance
<b>CO-CHAIRS:</b>	Becky Opsata, Catherine Machalinski	<b>NOTE TAKER:</b>	Mary Jane Long
<b>MEMBERS PRESENT:</b>	Clarice Adams, Daniel Catterson, Heidi Gentry-Kolen, Beth Hauscarriague, Laurie Lema, Catherine Machalinski, Becky Opsata, René Sporer	<b>GUESTS:</b>	Percy Roper
<b>MEMBERS ABSENT:</b>	Mark Akiyama	<b>QUORUM PRESENT?</b>	Yes

	ITEM	OUTCOME / INFORMATION
1.	Introductions and Call to Order	The meeting was called to order at 2:33 p.m. Introductions were made.
2.	Agenda Review and Approval	<p>The 2/13/19 agenda was reviewed. The agenda was amended to include two revisions:</p> <ul style="list-style-type: none"> <li>• Comments on the survey forms was added as Item #4</li> <li>• 'Tech Surveys' was added as Item #5</li> </ul> <p>After the agenda was amended to include these two items, a motion was made (Machalinski) and seconded (Lema) to approve the revised agenda. The vote was unanimous; there were no abstentions and one absence (Akiyama).</p>

3.	Announcements/Updates <ul style="list-style-type: none"> <li>Planning for program review data elements analysis</li> </ul>	<ul style="list-style-type: none"> <li>An <a href="#">RPEC report archive</a> has been set up on the RPEC webpage.</li> <li>RPEC collaboration with the Program Review Committee (PRC) to look at data choices/elements that are put into the program review template. The PRC is in agreement with this collaboration and Becky asked for RPEC volunteers to agree to be a part of this collaborative work with the PRC.</li> </ul>
4.	Comments on Tech Survey Forms	Last fall RPEC developed new forms for internal/external research requests. It was pointed out that there were no links to these surveys and that there hadn't been any college-wide email sent out to let people know how to submit a research request and where to find it. Becky will draft an email and bring it to the next meeting and finalize it.
5.	Tech Surveys	A process was established last fall on campus for entities who want to do internal research; it is now part of our process and procedures. The Tech Committee has submitted a request for RPEC to do internal research and RPEC's approval is being requested for two different surveys. RPEC is also being asked to review the survey so that it can be distributed as soon as possible. The survey was reviewed and suggested edits were given to Percy Roper.
6.	Review Updated RPEC Charge and Function	Both the existing and new RPEC charge and function were reviewed and discussed. A motion was made (Lema) and seconded (Harven) to forward this revised RPEC charge and function to College Council. The vote was unanimous; there were no abstentions and one absence (Akiyama). This item will be placed on the next College Council agenda.
7.	Review Updated College Council Charge and Function	The updated College Council (CC) charge and function was reviewed and discussed. CC had asked that this updated charge and function be vetted through all the committees and for any thoughts, comments, or feedback. It was noted that more clarification is needed regarding plan development and a timeline or checklist.
8.	Goals and Metrics	This item was tabled.
9.	Data Coaching Planning	The <a href="#">Santa Monica College data coaching program</a> was reviewed and discussed. Heidi and René volunteered to work on a draft for DVC.
10.	Adjournment	The meeting adjourned at 4:26 p.m.