Diablo Valley College   321 Golf Club Road   Pleasant Hill, CA 94523

MINUTES – RESEARCH, PLANNING AND EVALUATION COMMITTEE (RPEC)

MEETING INFORMATION

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.

DATE:	3/13/19	**LOCATION:**	PCR
TIME:	2:30 – 4:30 p.m.	**MEETING TYPE:**	Governance
CO-CHAIRS:	Becky Opsata, Catherine Machalinski	**NOTE TAKER:**	Mary Jane Long
MEMBERS PRESENT:	Mark Akiyama, Daniel Catterson, Heidi Gentry-Kolen, Gabe Harven, Beth Hauscarriague, Laurie Lema, Catherine Machalinski, Becky Opsata, René Sporer, Greg Stoup (Ex-officio), Nicole Tan (ASDVC Rep)	**GUESTS:**	None
MEMBERS ABSENT:	Clarice Adams	**QUORUM PRESENT?**	Yes

	ITEM	OUTCOME / INFORMATION
1.	Introductions and Call to Order	The meeting was called to order at 2:32 p.m.
2.	Agenda Review and Approval	The 3/13/19 agenda was reviewed. The agenda was approved as written. The vote was unanimous; there were no abstentions and one absence (Adams).

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3.	Announcements	(Becky) The CCSSE survey begins on March 18, 2019 and goes until April 22nd. She mentioned that there has been some difficulty communicating with and getting responses from faculty whose surveys will be administered in their classrooms.
4.	Review of External Research Request	The external research request received by RPEC through the online request form was reviewed and discussed. The request is from a company who would like to come and check out our classrooms regarding technology and perhaps sell us some of their services. The committee's concern was whether or not the request was for research or just a sales pitch by the company. Since the college already has a classroom design standard procedure for all new buildings and for any old classrooms being retrofitted, it was decided to deny the request and refer them, instead, to facilities. A motion was made (Akiyama) and seconded (Sporer) to deny the request. The vote was unanimous; there were no abstentions and one absence (Adams).
5.	Data Coaching Planning	Data coaching planning was discussed. Heidi and Rene were the workgroup for the project. Santa Monica College's data coaching program was reviewed and discussed. This program outline will be worked on further with more specifics added and then revisited at a future meeting. In the meantime, Becky will look for funding sources to support this plan.
6.	Finalization of Goal Setting for the Vision for Success	The Vision for Success plan and goal setting was discussed. A motion was made (Akiyama) and seconded (Machalinski) to recommend that the Student Equity Committee use the numbers presented by District Research. The vote was unanimous; there were no abstentions and one absence (Adams).

A joint meeting with the Equity Writing Team is scheduled for the next RPEC meeting on March 27, 2019. |
| 7. | Adjournment | The meeting adjourned at 4:14 p.m. |