

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:	3/27/19	LOCATION:	President’s Conference Room
TIME:	2:30 – 4:30 pm	MEETING TYPE:	Governance
CO-CHAIRS:	Becky Opsata, Catherine Machalinski	NOTE TAKER:	Mary Jane Long
MEMBERS PRESENT:	Daniel Catterson (via Zoom), Heidi Gentry-Kolen, Gabe Harven, Laurie Lema, Catherine Machalinski, Becky Opsata, René Sporer	GUESTS:	
MEMBERS ABSENT:	Clarice Adams, Mark Akiyama, Beth Hauscarriague, Greg Stoup (ex-officio), Nicole Tan (ASDVC)	QUORUM PRESENT?	Yes

	ITEM	OUTCOME / INFORMATION
1.	Introductions and Call to Order	The meeting was called to order at 2:35 p.m.
2.	Review of 3/27/19 Agenda	The 3/27/19 agenda was reviewed. A motion was made (Machalinski) and seconded (Harven) to accept the agenda as written. The vote was unanimous; there were no abstentions and five absences (Adams, Akiyama, Hauscarriague, Stoup and Tan).
3.	Public Comment	None.

4.	Announcements	None.
5.	Review Tutoring Advisory Committee Student Survey	The Tutoring Advisory Committee student survey was reviewed and discussed. This survey is the same survey that has been used for the past four years and is conducted solely in the tutoring locations during a two week period for the students who come into the locations to get tutoring during that time. The questions were reviewed and discussed and recommendations for edits were made to them. Becky will bring the survey feedback from RPEC to the Tutoring Advisory Committee regarding the recommended changes. Daniel suggested having a faculty survey regarding tutoring services.
6.	Review of Procedure 4100.01	DVC Procedure 4100.01 (Research Protocols) was reviewed and discussed. This procedure had been rewritten last fall and it was approved by College Council in 2018. As it is written, research is open to both internal and external applicants who want to conduct surveys. There was discussion on banning commercial enterprises from conducting surveys and research at DVC with the intent of potentially selling services or merchandise to the college. The subsequent lack of language to this effect in Procedure 4100.01 as it is currently written was discussed. A motion was made (Machalinski) and seconded (Sporer) to amend DVC Procedure 4100.10 to include the following statement, " <i>Research conducted by for-profit commercial entities will not be allowed</i> ", and to make this recommendation to College Council and forward it to them for discussion and approval. The vote was unanimous; there were no abstentions and five absences (Adams, Akiyama, Hauscarriague, Stoup and Tan).
7.	Economic Impact Study	The Economic Impact Study was tabled to the next meeting.
8.	Data Coaching	Heidi, René and Becky have been working on editing the data coaching plan that was discussed at the last RPEC meeting. The outline was streamlined and these changes were discussed with the committee. Funding sources for the data coaching plan were also discussed. Supporting data coaching will be included in the Student Equity Plan that's being written now for next year and the data coaching plan will be funded by Student Equity funds for next year. \$2,000 will be added to the data-coaching budget to compensate any faculty for hours worked on the plan during the summer. Training for data coaching will be done the two days before the mandatory flex day. A motion was made (Machalinski) and seconded (Harven) to move the data coaching plan forward through the shared governance process. The vote was unanimous; there were no abstentions and five absences (Adams, Akiyama, Hauscarriague, Stoup and Tan).
9.	Adjournment	The meeting adjourned at 3:58 p.m.