

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:	4/24/19	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:	Mark Akiyama (via Zoom), Heidi Gentry-Kolen, Gabe Harven, Laurie Lema, Catherine Machalinski, Becky Opsata, René Sporer	GUESTS:	Lynn Huang
MEMBERS ABSENT:	Clarice Adams, Beth Hauscarriague, Nicole Tan (ASDVC)	QUORUM PRESENT?	Yes

	ITEM	OUTCOME / INFORMATION
1.	Introductions and Call to Order	The meeting was called to order at 2:30 p.m.
2.	Review of 4/24/19 Agenda and Approval	The agenda was reviewed. Changes were made to the agenda. Items 8 and 9 were swapped. Also, agenda item #5 (Campus Expression Survey) was extended to more than five minutes. A motion was made (Akiyama) and seconded (Machalinski) to approve the agenda as amended. The vote was unanimous; there were no abstentions and three absences (Adams, Hauscarriague and Tan).
3.	Public Comment	None.

4.	Announcements	<ul style="list-style-type: none"> • (Opsata) The CCSSE surveys have all been mailed. The results from the survey will be available in July. • (Opsata) Previous RPEC meeting minutes were reviewed: <ul style="list-style-type: none"> ○ 3/27/19 – A motion was made (Machalinski) and seconded (Harven) to approve the 3/27/19 minutes as written. The vote was unanimous; there were no abstentions and three absences (Adams, Hauscarriague and Tan). ○ 4/10/19 – It was noted in agenda item #9 (Research Needs for DRWAC) that DRWAC should be changed to RWAC. After this change was made to the minutes, a motion was made (Machalinski) and seconded (Lema) to approve the amended 4/10/19 minutes. The vote was unanimous; there were no abstentions and three absences (Adams, Hauscarriague and Tan).
5.	Campus Expression Survey	<p>The Campus Expression Survey had been discussed at the previous RPEC meeting with Bruce Clemetsen's presentation regarding how comfortable students are talking about race, the heterodoxy. There was discussion on doing an employee survey this spring to see, in general, questions of race and employees. The week of fall Flex on Monday and Tuesday, there will be a two-day training (6 hours a day) on Transforming White Privilege. Next week there are facilitating discussions about race targeted towards instructors.</p>
6.	Data Coaching Update	<p>Data coaching is moving forward through the governance process. College Council has heard about it and seemed in favor of it. It will be presented to the Academic and Classified Senates at their next meetings and should be approved in a few weeks.</p>
7.	External Survey Request	<p>Becky reported that the external survey request form is working and people are interested in conducting surveys. The Zitco survey request was discussed. As soon as Peter Zitco gets official IRB approval and preliminary yes's, the request will come back to RPEC from the American College of Education where he is working on his dissertation. He is a part-time community college instructor at both Napa and Solano College as well as the state prison system. He is working on his dissertation research and would like to send this survey out to the part-time faculty at DVC. The survey would be voluntary and sent to just the part-time faculty at DVC. 10 to 12 part-time faculty will be chosen and he will hang out with them. There will be consent forms and they will keep the data password protected. Becky will write Mr. Zitco back and tell him that RPEC has agreed to the survey with conditional approval once the committee sees proof of his IRB and have reviewed the survey questions.</p>

8.	Program Review Data	<p>Review of program review templates was discussed. RPEC had discussed at the beginning of the year how the committee should take a look at the program review templates along with the data that is used in that template to see if we are putting the correct information in the template (i.e. if there are other data points that should be included in our program review, etc.). It was mentioned that, in the long term, metrics should align with institutional effectiveness, the funding formula, meta majors and momentum points so that way programs can react to how their meta majors are doing as far as the students' journey is concerned because the work should align around program review. Enrollment measures, FTEF measures, faculty, faculty load, full-time/part-time. The measures around student success have to be more elaborated -- a momentum metrics within a program. More longitudinal data is needed and should align at some point with the things we are looking at in Guided Pathways.</p> <p>There was discussion that, for this year, for RPEC to reach out to the Program Review Template Evaluation Committee and see if they would be amenable to someone from RPEC joining that group. Becky will reach out to Obed Vazquez and Ray Martin, Program Review Committee co-chairs, to see what they think about this first step for this year.</p>
9.	End of Year Report	The end of year report was discussed.
10.	Adjournment	The meeting adjourned at 4:30 p.m.