

**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.

<b>DATE:</b>	5/08/19	<b>LOCATION:</b>	President’s Conference Room
<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, Mark Akiyama (via Zoom), Daniel Catterson, Heidi Gentry-Kolen, Gabe Harven, Beth Hauscarriague, Laurie Lema, Catherine Machalinski, Becky Opsata, René Sporer	<b>GUESTS:</b>	Lindsay Kong, Noah Gordon, NaTisha “Tish” Hutson
<b>MEMBERS ABSENT:</b>	Greg Stoup (ex-officio), Nicole Tan (ASDVC)	<b>QUORUM PRESENT?</b>	Yes

	<b>ITEM</b>	<b>OUTCOME / INFORMATION</b>
1.	Introductions and Call to Order	The meeting was called to order at 2:35 p.m.
2.	Agenda and Approval	The 5/08/19 agenda was reviewed. It was noted that, because Lynn Huang is out sick, agenda item #7 (RWAC Project Survey) won’t be covered in its entirety. A request was made by Opsata to switch agenda items #8 with #10. After the agenda was amended to include this change, a motion was made (Machalinski) and seconded (Lema) to approve the amended agenda.. The vote was unanimous; there were no abstentions and two absences (Stoup and Tan).

3.	Minutes Review and Approval (11/28/18; 2/13/19; 2/27/19; 4/24/19)	<ul style="list-style-type: none"> <li>• The 11/28/18 minutes were reviewed. A motion was made (Machalinski) and seconded (Lema) to approve the minutes as written. The vote was unanimous; there were no abstentions and two absences (Stoup and Tan).</li> <li>• The 2/13/19 minutes were reviewed. A motion was made (Machalinski) and seconded (Gentry-Kolen) to approve the minutes as written. The vote was unanimous; there were no abstentions and two absences (Stoup and Tan).</li> <li>• The 2/27/19 minutes were reviewed. A motion was made (Machalinski) and seconded (Lema) to approve the minutes as written. The vote was unanimous; there were no abstentions and two absences (Stoup and Tan).</li> <li>• The 4/24/19 minutes were reviewed. A motion was made (Machalinski) and seconded (Harven) to approve the minutes as written. The vote was unanimous; there were no abstentions and two absences (Stoup and Tan).</li> </ul>
4.	Public Comment (limited to 3 minutes)	None.
5.	Announcements and Updates	None.
6.	Potential Climate Survey for Fall 2019	Doing some sort of a climate survey around racial issues on campus had been discussed previously. A writing group needs to be established. Daniel will send RPEC Berkeley's climate survey as an example. Both the DVC and SRC campus need the survey applied. Having separate surveys for student and employees was mentioned.
7.	RWAC Project Survey	The TWP pre-survey document was reviewed. It was decided that Lynn Huang can continue to use this document for her PD, but that we need our own survey. A writing group will be formed to create a survey.

8.	Hope Survey and Results	<p>The Hope Survey was discussed. There were some recommendations for its distribution:</p> <p><b><u>Need to make this report public and widely share it</u></b></p> <ul style="list-style-type: none"> <li>• Put on RPEC webpage (Becky has done)</li> <li>• Share with VPSS, Todd Farr, Student Service Deans and Cabinet (Becky to do)</li> </ul> <p><b><u>Communication with students</u></b></p> <ul style="list-style-type: none"> <li>• Make posters about the food bank</li> <li>• Tell students there are personal hygiene items at food bank</li> <li>• Tell students there is housing board in the student life office</li> <li>• Create a syllabus blurb for faculty to use about the food bank</li> <li>• Put the list of student resources that Tina Wade made into Canvas – make a Canvas resources tile</li> <li>• Put info on monitors</li> <li>• Include the food bank as a stop on campus tours</li> <li>• Include the food bank on campus maps</li> </ul> <p><b><u>Other items discussed</u></b></p> <ul style="list-style-type: none"> <li>• Can we do ATM style cash cards for students?</li> <li>• MESA is working on finding funding to support their student transportation needs</li> <li>• San Ramon Campus – is working on a meal plan program (Jen Tejada working with Todd Farr and Janice Bross on a voucher program for food at SRC when the cafeteria opens.)</li> </ul>
9.	Data Coaching Project	<p>This item was on the last College Council (CC) agenda. Rene presented at Academic Senate and stated that the response was positive. Becky had brought this to classified senate and they voted to endorse the project. Their only concern was whether or not they'd be able to get time off from their jobs. This item needs to go back to Academic Senate for a vote in two weeks. This item will be placed on the last College Council agenda and then the same day, Becky will send out an announcement to the college community inviting people to become data coaches. President Lamb had raised the question of what do we do if we have more than 12 volunteers and whether or not we have a rubric or decision making guideline.</p>
10.	End of Term Reporting	<p>The committee members broke out into work groups and, using previous meeting minutes, broke down the accomplishments of RPEC during the past year, which will be used in the year-end report.</p>
11.	Adjournment	<p>The meeting adjourned at 4:10 p.m.</p>