

**Research and Planning Notes**  
**Monday, March 30, 2009**  
**2:00 p.m., AA-133A**

Present: Tim Clow, Richard Akers, Adeyinka Awobajo, Shannon Beckham, Terence Elliott, Donna Floyd, Melody Hanson

1. **Firm up the Student Satisfaction Survey** – Tim said his office has printed 3,000 copies of the survey. He is looking to the R & P Committee on how to administer the survey. Students were employed to take the survey to specific classes the first time the survey was administered. This method was not well-received. The last time we administered the survey, the Academic Senate sent out notices to faculty instructing the faculty to expect packets of student satisfaction surveys and asked them to distribute them to their class for completion. Tim said out of 9,000 surveys he received about 2,000 back. Richard is willing to send a note to faculty to see how many faculty want to participate and then we can send the surveys to those faculty. There was some discussion as to what would motivate faculty to administer the surveys. Terence mentioned offering a free cup of coffee or something from the bookstore to faculty who return the completed surveys. Richard wants to know how we can administer the surveys without impacting curriculum? The surveys take between 20 to 30 minutes to complete. Tim has concerns that we receive a wide cross section of students – i.e. basic skills, ESL, morning, evening and Saturday students. There was discussion about reaching students through ASU. It was agreed that students are more receptive to complete a survey in a class. Richard said he is willing to put out a generic e-mail to faculty telling them the importance of the survey and then the deans could select the faculty who will participate. Richard would like to mitigate the impact on faculty since the survey will impact curriculum. It was decided there will be a joint e-mail from Richard and Mack supporting the survey sent to all faculty and then the deans could select specific faculty to administer the survey. Terence suggested sending the survey on-line to students. It was suggested faculty could give extra credit to students who complete the survey. That suggestion was not well received by most of the committee. Donna suggested giving the instructors until the end of the semester to complete the survey. Richard said he could attend the Council of Chairs and pitch the survey at that meeting. Tim said we do need to complete this task by the end of the semester. It was agreed that Tim, Richard and Mack will send out an e-mail to faculty.  
The next action step in this process is Richard will attend Council of Chairs to pitch the survey to the department chairs. The survey will then be distributed to specific faculty the week after spring break.
2. **Employee Satisfaction Survey** – Tim says the survey will close next week and he will bring results to the next meeting.
3. **Current status of our strategic initiative** – Tim is concerned that we don't have the initiatives quite fully developed as he is scheduled to report on their progress at the May College Council meeting. Tim went through the Strategic Initiatives. Strategic Initiative

#1 - Frank and Donna divided this initiative. Donna distributed her actions steps for Strategic Initiative #1.

Some of the objectives have been changed since the initiatives were printed from the Feb. 13, 2008 College Council meeting. Donna will convene another meeting of the Strategic Initiative #1 to develop further action steps. There was a discussion about bringing CCC alumni together to help the institution with events such as student panels and various campus activities. It was agreed we should institute an alumni association. Richard said we could have a list of alumni who would be guest speakers at the college.

4. **Develop rubric for evaluation of the plans that form the integrated planning model**  
Tim will develop rubrics and bring this item back to the next meeting.

5. **Establish service goals for the R & P Committee** - Tim said his office has undergone the program review process this semester. Tim shared the Planning Goals and Service Outcomes from his office that were listed in his self-study. The Goals and Outcomes also included the Method of Evaluation. Tim will write a memo to President's Cabinet to explain these goals and outcomes because the validation team didn't seem to understand them as stated in their validation report.

Goal 1 - includes the CTE results, ARCC data. There was some discussion about Goal #2 and the Equity Plan. Richard raised the question why doesn't the EEOAC help with the Equity Plan. All of the college plans need to have an annual update. Tim had some concerns that some of these plans sit in binders collecting dust on a shelf. Tim said we need to review the college plans annually to review them. Richard said that perhaps the timeline for this review could be cyclical. Tim will develop a review and assessment cycle for each plan. Goal #3 refers to the student satisfaction and employee satisfaction surveys. Goal #4 is the strategic initiative update. This committee needs to assist the faculty in storing data such as SLO's. Richard said DVC has a management storage system and we may follow suit but we have to purchase software to use it. Tim will check with Carol to see if the curriculum management system will be purchased. The committee will review and assess comprehensive information resource. Tim will reformat Goal #4. Goal # 5 - Method of Evaluation is the satisfaction survey.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President