Members: Dr. Mehmet Ozturk, Christian Anderson, Jeff Bashman, Jennifer Vega La Serna, Jessica Figallo, Joni Jordan, Kristin Hollabaugh, Linda Colucci, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
October 4, 2013
3:00 PM, PCR

1. Call to Order
2. Membership
3. Mission Statement
4. Focus and Purpose
5. Development of District Research Agenda
6. IRB Status Update
7. Fact Book Publication
8. Future Meeting Times
9. Other
Members: Dr. Mehmet Ozturk, Christian Anderson, Jeff Bashman, Jennifer Vega La Serna, Jessica Figallo, Kristin Hollabaugh, Linda Colucci, Lee McDonald, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
November 7, 2013
1:30pm, PCR

1. Call to Order
2. Membership Update
3. Approval of Minutes
4. Approval of Purpose Statement
5. Three-year Research Agenda
6. Visibility- Logo & Website
7. IRB
8. Other
I. Announcements

1. Joni Jordan will not be continuing as a member of the advisory group. Matt Borez, Juan Arzola, and Jeanne Draper were suggested as prospective members.
2. Minutes were accepted as read.
3. The revised purpose statement was approved as read.

II. Discussion

1. Three-year research agenda
   a. Criteria for inclusion within the research agenda included whether an item is mandated or routine. In addition workload and prioritization issues were considered.
   b. McDonald suggested that Tech Services data reporting responsibilities also be integrated into the research agenda
   c. Urtecho suggested broad areas of concern (e.g. student demographics and SES) should be considered as well.
   d. The issue of the AACJC recommendation regarding the establishment of a process for verifying student identities in distance education classes was also discussed.

2. IRB
   a. The NIH registration process has been initiated. The goal is to have the registration complete by the end of December 2013.
   b. Urtecho mentioned that Don Nikkel, COS psychology professor, is currently a member of the Kaweah Delta IRB. It was suggested that, based on his experience, Nikkel be asked to act as a resource as COS establishes its own IRB.
   c. Anderson reported that the Academic Senate had approved the NIH training program on protecting human subjects in research for 3 hours of faculty FLEX credit. Anderson will request that this information be distributed via COS eNews mail list.

3. Other
   a. The establishment student internships within the research office was proposed.
   b. Urtecho reported that funds exist which could be used to support faculty/staff attendance at the National Institute for Staff & Organizational Development (NISOD) conference in Texas in May 2014.
   c. To encourage the development of a culture of inquiry and research capacity at the college, Anderson proposed the establishment of an assessment "mini-grant" program similar to the program at Georgetown University (http://assessment.georgetown.edu/assessment-grants/). Urtecho suggested that existing grant funds may be appropriate for such a use. The issue will be explored further.
Research Advisory Group
Dr. Mehmet Dali Ozturk & Christian Anderson, Co-Chairs

Members: Dr. Mehmet Ozturk, Christian Anderson, Jeff Bashman, Jennifer Vega La Serna, Jessica Figallo, Kristin Hollabaugh, Linda Colucci, Lee McDonald, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
December 6, 2013
3:00pm, PCR

1. Call to Order
2. Approval of Minutes
3. IRB-Update
4. Climate Survey
5. Research Agenda-Follow-up
   (Tech Services Data Reporting Responsibilities)
6. Culture of Inquiry and Research Capacity- Follow-up (Mini-Grants)
7. Student Internships
8. Fact-Book
9. Other

1. Call to Order
   - Dr. Ozturk called the meeting to order.

2. IRB Update:
   - Juan has accepted invite for IRB membership. The IRB is ready to file with the NIH. Don Nikkel will assist the IRB in various capacities, possibly training and procedures.

3. Mission Statement:
   - After review, it was decided the workgroup would not have a mission statement.

4. Climate Survey:
   - Climate survey should identify the domains to be covered, framework for collaboration and the resources needed to build an appropriate survey tool. If these things cannot be accomplished, the climate survey should be postponed.

5. District Research Agenda Update
   - Technology services will provide additional items for the research agenda, particularly in regards to required data submissions and responsible parties involved.

6. IRB Status Update
   - Registration number to file an official application has been obtained from NIH. A community member was recruited. Need to recruit a student member.

7. Fact Book Publication
   - Fact Book content is on-hold. The content from the factbook will be sourced from selected tables being generated for the Ed Master Plan

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Christian Anderson, Jeff Bashman, Jennifer Vega La Serna, Jessica Figallo, Kristin Hollabaugh, Lee McDonald, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
January 31, 2014
2:30pm, PCR

1. Call to Order
2. Approval of Minutes
3. Data Workshops/training
4. IRB-Update
5. Survey Management System
6. Research Agenda-Follow-up
   (Tech Services Data Reporting Responsibilities)
7. Fact-Book-Update
8. Other
Members: Dr. Mehmet Ozturk, Christian Anderson, Jeff Bashman, Jennifer Vega La Serna, Jessica Figallo, Kristin Hollabaugh, Lee McDonald, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
March 28, 2014
3:00pm, Sequoia Room 1

1. Call to Order
2. Data Workshops/training
3. IRB-Update
4. Research Agenda-Follow-up
   (Tech Services Data Reporting Responsibilities)
5. Other
Notes
3/28/14

1. Data workshops/training
   a. The solutions and innovations group is in the process of validating EIS reports
   b. For validate reports training could be developed that includes the following topics:
      i. Definitions and parameters
      ii. Data entry and extraction
      iii. What to do/not to do
      iv. Example application of data analysis
   c. Attendees
      i. Research office
      ii. Technology services
      iii. Users
   d. Timeline
      i. 1 workshop for 1 validated EIS report in May 2014
         1. Efficiency WSCH/FTEF
         2. FTES
         3. Student success
         4. Waitlist
         5. Section seating
      ii. May 15th instructional council may be a good option
   e. Obtain FLEX credit approval from FEC.

2. The revisions to the IRB passed the Academic Senate

3. Research agenda follow-up – Lee and Ryan will set appointment.
Members: Dr. Mehmet Ozturk, Christian Anderson, Jennifer Vega La Serna, Jessica Figallo, Juan Arzola, Kristin Hollabaugh, Lee McDonald, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
April 25, 2014
3:00pm, PCR

1. Call to Order
2. Strategies to promote culture of evidence
3. Review/Audit of EIS Reports
   · Wait list
   · Section Seating
   · FTES Analysis
      Identify others and develop a timeline
4. Data Workshops/training timeline and logistics
   o Identify volunteers
   o Develop a method of delivery

Instructional Council Meeting times
5/1/2014 2:10 PM  COS - Visalia Campus - Sequoia - Room 1 (Conference Room)
5/15/2014 2:10 PM  COS - Visalia Campus - Sequoia - Room 1 (Conference Room)

5. Faculty Evaluations (Is it a research activity?)
6. IRB-Update: Membership
7. Other
1. Strategies to promote culture of evidence
   a. Missing a “public component” – need to share research results more publicly
   b. Joint faculty student presentations / faculty symposium
   c. Management training at management retreat (EIS training)
   d. Use questions from the Data request form to find out what kinds of questions need to be answered
   e. Survey asking “what questions could be answered to make your job easier” or “what kind of information would help you to be more effective?”
   f. Develop a FAQ for EIS reports to help users ID the proper report for their need

2. Review/Audit of EIS Reports
   a. Wait list – not discussed
   b. Section Seating – not discussed
   c. FTES Analysis
      • Created to file 320 reports for funding
      • Used evaluate FTES at the campus level
      • Used to manage growth across sites

3. Data Workshops/training timeline and logistics
   a. Reports still need to be validated
   b. not feasible in Spring 2014
   c. perhaps Summer 2014

4. Faculty Evaluations (Is it a research activity?)
   a. No!
   b. Investigate using Banner to accomplish this task

5. IRB-Update: Membership

6. Other
Members: Dr. Mehmet Ozturk, Christian Anderson, Jennifer Vega La Serna, Jessica Figallo, Juan Arzola, Kristin Hollabaugh, Lee McDonald, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
May 29, 2014
2:00pm, PCR

1. Call to Order
2. COS Data Needs Survey Preliminary Results
3. Brain-Storming on Writing Center Data Issues
4. Faculty Evaluations- Strategies for Improvement
5. Review/Audit of EIS Reports
   - Wait list
   - Section Seating
   - FTES Analysis
   Identify others and develop a timeline
6. Data Workshops/training timeline and logistics
   - Identify volunteers
   - Develop a method of delivery
7. Other
Notes
5/29/14

1. COS Data Needs Survey Preliminary Results
   • Discussed the responses of the survey (as of 5/22). Results should be referenced when deciding what training topics are in demand.

2. Writing Center Data Issues
   • The writing center asks for usage data and associated success rates of students. This gives the appearance of a “study” or “analysis” but there is no formal design to support either of those. As a solution, the writing center data will not be an analysis of success, it will be an analysis of usage.
   • Ryan to inquire about gaining direct access to the writing center database to eliminate the workflow of acquiring the raw data. (Stephen M. to help Ryan)

3. Review/Audit of EIS Reports
   a. The solutions and innovations group is in the process of validating EIS reports
      i. Suggestions were made to start with a simple report, preferably Waitlist report or section seating.

4. Data and Training Timelines
   a. Timeline – needs to be developed early Fall 2014.
   b. Who’s will do training (RAW members from respective areas)
   c. Identify reports, outcomes, or metrics for training (reference survey results)
Members: Dr. Mehmet Ozturk, Christian Anderson, Jennifer Vega La Serna, Jessica Figallo, Juan Arzola, Kristin Hollabaugh, Lee McDonald, Robert Urtecho, Tim Hollabaugh, and Ryan Barry-Souza

Agenda
August 29, 2014
11:00am, PCR

1. Call to Order
2. R-PIE Core Values
3. Three-Year Research Agenda
4. EIS Training
5. R-PIE Website
6. Survey Management System Transition
   o Survey Monkey Enterprise (Platinum) Vs. Vovici
   o Survey Calendar
   o MIT Example
7. Data/Research Request Form Changes
8. Data/Research Request Process Improvement Plan
9. FactBook TOC
10. IRB Updates
11. Other