



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 0020.1 – DISTRICTWIDE RESEARCH COMMITTEE

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The Districtwide Research Committee (DRC – hereinafter referred to as “Committee”) reports to the Chancellor’s Cabinet and consists of members who meet to coordinate the research and planning priorities throughout the SDCCD. It shall function as the central coordinating body for SDCCD research and planning priorities and shall provide leadership and guidance on initiatives that systematically promote a stronger culture of evidence. The Committee will help coordinate and prioritize the joint efforts of campus-based and district-based researchers to avoid duplication of effort and enhance the effectiveness of a districtwide community of researchers.

#### 1. FUNCTIONS AND RESPONSIBILITIES

- a. Develop recommendations and initiatives that systematically promote a culture of evidence at the campuses and district level.
- b. Coordinate the development of a districtwide research agenda that strongly complements campus research agendas, avoids duplication of effort and maximizes the effectiveness of all research resources.
- c. Identify and coordinate the use of new technologies to meet research and strategic planning needs.
- d. Ensure that informational reports, studies and research are accessible to the stakeholder community in a user-friendly format via web, e-mail or list serve methods.
- e. Act as an advisory and resource body to assist in creating greater access and coordination of information resources within the colleges/district and among contracting agencies outside the district.
- f. Recommend research and planning priorities to the Chancellor's Cabinet.
- g. Coordinate implementation of SDCCD research and planning priorities through existing campus and Continuing Education committees.
- h. Report to the Chancellor’s Cabinet on issues of research, planning and strategic direction.

#### 2. AUTHORITY

- a. Recommends research agenda and planning priorities to the Chancellor's Cabinet.
- b. Initiates special studies and research designs as required for state reporting.

### 3. MEMBERSHIP

#### a. Representation will be as follows:

- 1) Institutional Research and Planning Director (Chair)
- 2) Dean of Institutional Effectiveness, each college N=4
- 3) Student Services Council designee
- 4) Instructional Services, Planning and Technology/Curriculum Instructional Council designee
- 5) Representative, City College N=3
- 6) Representative, Mesa College N=3
- 7) Representative, Miramar College N=3
- 8) Representative, Continuing Education N=3

#### b. Membership considerations include:

- 1) The Chairperson of the Committee will be the Director of Institutional Research and Planning.
- 2) Each President shall appoint/approve representatives to the Committee.
- 3) In the absence of an appointed member, he/she will designate an alternate member.
- 4) College and CE representatives shall be determined by each campus.
- 5) At the request of a Committee member, resource persons and other interested parties may attend meetings for informational or discussion purposes.
- 6) Committee meetings are open to faculty, staff, students and the public.
- 7) Committee members will be expected to attend regularly, to do outside preparation for the meetings and to perform liaison duties with their specific sites and departments.

### 4. OPERATING GUIDELINES

#### a. Agenda and Minutes

- 1) The agenda and minutes are the responsibility of the Chairperson.
- 2) Items for consideration on the agenda may be proposed by any member.
- 3) The minutes will be distributed to the Committee, members of the Chancellor's Cabinet and all interested parties via posting in the public folders.

b. Meetings

- 1) The Committee shall meet quarterly for the first year and then once each term thereafter.
- 2) Special or as-needed meetings may be called by the Chairperson.
- 3) The first meetings will take place at the district office with future meetings alternating at each campus.

c. Decisions

- 1) Decisions and recommendations will be by consensus of the Committee members present at the meetings.

References: SDCCD Policy 0400

Approved by  
the Chancellor: March 8, 2017

Supersedes: 10/6/92, 6/12/06