

CONTINUING EDUCATION RESEARCH COMMITTEE ( CERC )

PURPOSE:

The Continuing Education Research Committee (CERC) exists as a service to Continuing Education in the critical area of required and requested data analysis in support of Continued Education's (CE) Strategic Plan. As such, the CERC is an advisory body to the Office of Institutional Effectiveness, which in turn reports to the President of Continuing Education.

The CERC has the overall function of reviewing and assessing the annual research and planning processes of the Continuing Education Office of Institutional Effectiveness (CEOIE). CERC carries out its functions by implementing periodic reviews, under the guidance of the Dean for Institutional Effectiveness, in CE data, its analysis, its relation and effects on the CE Annual Strategic Plan. CERC also reviews the data and analysis of information provided by the District's Research and Planning Departments, furthering the educational agenda of Continuing Education.

The Research Committee will support the Office of Institutional Effectiveness in assessing and overseeing the four performance categories of Continuing Education's strategic plan: The Cornerstone of our Future:

CORNERSTONE A – Increase professional development.

CORNERSTONE B – Expand course diversity.

CORNERSTONE C – Enhance our image.

CORNERSTONE D – Grow enrollments.

IN AREAS THAT INCLUDE – Student progress and achievement in degrees, certificates, and transfers; student progress and achievement in vocational and occupational workforce development; pre-collegiate improvement (Basic Skills and ESL) and participation rates in CE programs.

THE CONTINUING EDUCATION RESEARCH COMMITTEE

- Will conduct on-going reviews of data, its analysis and application to Continuing Education students, their instructional program development and the administration of Continuing Education instruction and recommend the annual research agenda to the Office of Institutional Effectiveness.
- Shall support faculty and their various disciplines in the use of research data and information, about their course and program improvement needs, and for assessing student success.

- Will review and recommend procedures on the types of training for faculty, and their disciplines in which to carry out specialized research projects and surveys.
- Shall advocate for the establishment of data sources applicable and accessible to Continuing Education's students, faculty and programs.

#### TYPES OF RESEARCH THE CERC WILL REVIEW

- Institutional Planning Information
- Federal and State Mandated data and Information.
- Individual (faculty/staff) projects requiring assistance.
- Grant proposal support.
- Campus or department related projects.
- Literature Review and Dissemination of Archived Data.
- Other

#### CRITERIA FOR THE PRIORITIZATION OF RESEARCH REQUESTS

- Studies that inform and supports the strategic planning process.
- Data or studies required by the State or Federal mandates.
- Information or data that supports the C E Research agenda.
- Sources of data that impact current CE practices.
- Documents that impact CE as a result or because of related research project
- Other

#### MEETING SCHEDULE

- Scheduled meetings: October, November, January, February, April and May.
- Virtual electronic meetings: Ongoing as needed to discuss CERC Business.

- Meeting days and time, to be announced.
- Definition of Annual Research Agenda: The annual goals shall coincide with the calendar year – January 1 through December 31.
- Motto and general operating principle: **SERVICE, EXCELLENCE, ACCURACY, TIMELINESS AND CONSISTENCY.**
- Membership terms – Members shall serve for two years with the exception of the Chair who serves at the pleasure of the president of continuing education.

CERC MEMBERSHIP STRUCTURE

Faculty Senate. . . . .	Two members	Dean, Matriculation and Student Services
Classified Senate. . . . .	Two members	Vice President of Administrative Services
CE ASB . . . . .	One Student	Dean, Professional Development
Campus Based Researcher (TBA)		District Research Liaison . . . . Ex-Officio
Dean, Institutional Effectiveness . . . . .		Committee Chair

2007- 2008 MEMBERSHIP

- Marcia Biller – Dean Matriculation and Student Services
- Gabe Bakit – Classified Senate
- John Bromma – Academic Senate
- Ingrid Greenberg – Academic Senate
- Bill Grimes – District Research Liaison, ex-officio
- Lorie Howell -- Dean Professional Development
- Bob Parker – Vice -President administrative services
- Ray Ramirez – Dean Institutional Effectiveness, Chair
- TBA – Campus Based Researcher
- Daniel Flores – CE ASB