



CalSWEC

California Social Work Education Center

Research and Development Committee Charter

September, 2012

Version 1.5

I. Committee Description and Goals:

The Research and Development Committee is a permanent committee of the CalSWEC board.

Related Bylaws:

- *The Research and Development Committee will conduct research and develop programs for the advancement of social work education and social work practice in the publicly-supported social services.*
- *This committee shall engage in, sponsor and direct evaluative and other research projects pertaining to social work education and social work practice in the public and not-for-profit social services. This committee will create sub committees focusing on the initiatives as needed. (Article VIII, Section 1(e))*

II. Membership:

Related bylaws:

- *Committee decisions. Each committee will establish a procedure for moving items from one committee to another committee. (Article IX, Section 1)*
- *Membership on Committees: The President, with the approval of the Board, shall appoint the members and chairs of any permanent or special committees established by the Center, with the exception of the Executive Committee which shall be constituted as described below. (Article VIII, Section 4)*
- *Permanent Committees shall be comprised of no more than 15 board members and must include a proportional representation of all board member groups. (Article VIII, Section 4)*

Additional constituents for the R & D Committee include, but are not limited to: the Research and Training Network (RTN), the California Evidence-Based Clearinghouse (CEBC); the California Department of Social Services (CDSS); Child and Family Policy Institute of California (CFPIC); and other stakeholders.

III. Decision-making

Related bylaws:

- *Committee decisions. Each committee will establish a procedure for moving items from one committee to another committee. (Article IX, Section 1)*
- *Moving items for board approval/action. Once an Initiative Committee has voted in favor to move an item forward, it will be referred to the appropriate Permanent Committee to further develop the item if appropriate. Once the Permanent Committee has developed the item it will then move to place the item on the agenda of the Executive Committee. The Executive Committee will review and decide what action to take. If there is a*

vote in favor of moving the item to the full Board for action, the item will be placed on the Board meeting agenda for a vote. (Article IX, Section 2)

Decision-making by the Committee

- The committee attempts to build consensus for decisions whenever possible.
- When consensus is not possible, decisions are voted upon when requested by the chair.
- Only board members are allowed to vote.
- A quorum is reached when 25% of eligible committee members (i.e. board members) are present.

IV. Activities of the Committee

Types of research and evaluation sponsored

Research and evaluation at CalSWEC must be drawn from the following domains:

- Generation and archive of statewide workforce trend data, including, but not limited to: number of workers; number/percent of MSWs/BASWs; geographical spread (mapping) of the program graduates; number/percent of workers of color.
- Analysis of career trajectories of the graduates.
- Analysis of factors that lead to retention of CalSWEC graduates.
- Identification of gaps in the curricula, including whether curricula meets the needs of the workforce in the field.
- Identification and differences in practice between CalSWEC graduates and others in the workforce.
- Studies of training, education and practices that improve outcomes for individuals, children, and families served by the CalSWEC MSWs/BASWs.
- Study of education and training delivery methods.
- Research related to any relevant statewide research agenda related to the initiatives that informs training and education.

Evaluation of CalSWEC Programs

The R & D Committee provides guidance for the evaluation of CalSWEC's program activities. The Committee also advocates for maximal participation in evaluation activities with relevant stakeholders and board-affiliated organizations.

Funded Research and Evaluation Projects:

A. RFP-driven Projects

The R & D Committee selects and oversees funded research and evaluation activities that are longer-term in nature and use the RFP process outlined below.

Ideas for RFP-driven evaluation and research projects may be generated from any committee of the board or CalSWEC staff for consideration by the R & D Committee. The R & D Committee will conduct an initial review of the idea, and (if necessary) request that CalSWEC Central staff further develop or clarify the idea.

Once an idea is sufficiently formed, the R & D committee will review the project to assess: appropriateness of research question or priority; type of research design required; type and/or breadth of dissemination activities, and: recommended maximum funding amount. Revision

may be necessary. Once a project is reviewed and necessary revisions are completed, the R & D Committee and the Board will request CalSWEC Central staff to develop an RFP and disseminate it to CalSWEC membership organizations and other appropriate groups.

Proposals for projects will be reviewed by a Proposal Review Committee that is made up of members of the R & D committee, the Research and Training Network (RTN) and CalSWEC Central staff. The recommendation to fund proposals will be the responsibility of the Proposal Review Committee and will be determined by how well each proposal addresses the RFP requirements.

The Proposal Review Committee will make recommendations to fund projects, which will then be put forward to the Program Director for final approval.

The R&D committee chooses from the following types of projects for issuing the RFPs. These projects are not mutually exclusive and may be combined in whole or in part.

Type of project	Description
1. Research-based curriculum development projects	New or replicated research based on an element of the research agenda to be conducted with a curriculum component based on the results.
2. Structured Literature Review	Extensive review of literature on a topic from the research agenda
3. Meta-Analysis	Synthesis of research results from previous separate but related studies
4. Long Term County/University or State Partnerships	Long-term partnerships between university-based researchers and a county (or group of counties) or state to focus on several areas of the Research Agenda. University researchers would work closely with the county over a period of time, with support from research assistants and student interns placed in the county.
5. Extended Focus on Research Questions	Multiple site projects would focus over time on a particular topic of the Research Agenda
6. Postdoctoral Research	A postdoctoral position would be created to recruit post-doctoral students for 1 or 2 year fellowships, during which they conducted collaborative research and evaluation projects (including literature analysis) with counties or state (based on the research agenda). The post-docs would work under the guidance of a university-based researcher and CalSWEC.
7. Coordinated Student Research Projects	Establish a system whereby student research was coordinated on a focused question from the research agenda. Establish a small prize for promising student research each year.

Note: The federal participation rate for projects will vary depending on the type of project.

B. Shorter-Term Research and Evaluation Projects

Several categories of research and evaluation projects do not fall under the RFP process. These projects are generally shorter-term in nature, and/or require that activities begin before a formal RFP can be completed. These include:

- 1) Projects that emerge as part of the ongoing deliverables of CalSWEC Central's contracts;
- 2) Projects that are specifically requested by funders, such as CDSS, DMH, etc.;
- 3) Projects that are requested by CalSWEC constituent organizations, such as counties, partner universities, CWDA, NASW, CMHDA, etc.

The R & D Committee provides guidance for projects in category 1 and 2 above. CalSWEC Central staff, working with the requesting party, clarifies the research or evaluation request into a project description, including a maximum funding amount. This project description will be distributed to the R & D Committee and the Deans and Directors electronically, and interested parties will contact CalSWEC if they wish to be considered for the project. CalSWEC Central or requesting party will identify potential contractors/sub-awardees capable of completing the project.

The R & D Committee provides feedback and approval for the projects in category 3. Once a constituent has identified a potential research or evaluation project, it is presented to the R & D Committee for review and approval. If approval is granted, the proposal is sent to the Executive Committee. If the committee cannot meet in time for a decision to be made on the project, then the proposal is sent to the R & D Committee electronically for feedback and approval via email, and then forwarded to the Executive Committee. If the electronic option is used, then the approval process should be completed within 2 weeks.

For all three types of projects, CalSWEC staff will request proposals from identified contractors/sub-awardees, work with the requestor to evaluate the proposals using university procurement guidelines, and make a recommendation for approval of funding. The CalSWEC Director and CalSWEC Principal Investigator will provide final approval for funding.

Implementation of Research and Evaluation Projects

The R & D Committee provides guidance and oversight for RFP-driven research and development projects, and guidance for shorter-term research and evaluation projects.

Once a project is funded, the Principal Investigator of the project will be assigned a Program Officer from CalSWEC staff. The Program Officer will provide technical assistance to the P.I. on research design, timeline of project, interim reports and deliverables. The program officer will update the R & D Committee on the progress of the project, and will seek guidance from the committee on any major problems arising in the project.

Dissemination of Research and Evaluation Results

The R & D Committee guides and champions the dissemination of findings and curricula that result from CalSWEC's RFP-driven and shorter term research and evaluation projects.

The R & D Committee considers dissemination and translation of findings throughout the progress of a project. Once findings are available, the R & D committee approves dissemination

plans generated by CalSWEC Central staff and project P.I.s. The R & D Committee works with CalSWEC Central staff to ensure that dissemination activities are carried out. Possible dissemination activities are outlined in Appendix A.