

# #11

**COMPLETE**

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Page 1: Classified Position Request Form

## Q1

Please enter the following:

Department	<b>Institutional Effectiveness, Success, and Equity</b>
Position Title	<b>Research and Planning Analyst</b>
Salary Range	<b>44</b>
Annual Salary at Step B*	<b>\$69,516 (full-time)</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>12-month, full-time (40 hours per week)</b>

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## Q2

Current goal this position will directly advance/support

This position will most directly support IESE Goal #1: Streamline/improve institutional processes, particularly in assessment, program review, planning, and governance

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## Q3

How will this position directly advance/support the goal listed above?

This position will directly impact the ability of the IESE Office to address Goal #1 since it provides critical support to a variety of institutional effectiveness-related processes, from program review to strategic planning to outcome assessment, and systems and specifically to faculty coordinators reassigned to the IESE Office.

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## Q4

**Position currently funded by grant funds**

What type of position is being requested?

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## Q5

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

**C.44 - RESEARCH AND PLANNING ANALYST.pdf (109.4KB)**

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**Q6**

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

For the past 2.5 years, the Institutional Effectiveness, Success, and Equity (IESE) Office has been able to use grant funds from the Strong Workforce and CTE Data Unlocked initiatives to employ a full-time Institutional Effectiveness Specialist. Prior to that, the position was funded by the College's first IEPI Innovation and Effectiveness grant. The position has grown from what was initially a technical support position focused on accessing and entering outcome assessment data and managing the TracDat accountability management system to a position much broader in scope. The position, currently titled Institutional Effectiveness Specialist, completes a variety of duties that are critical to the IESE Office and college functions, such as outcome assessment, program review, research and evaluation, and even professional development. The position has increasingly focused on the following types of work: gathering and analyzing qualitative and quantitative data; preparing reports and presentations of research findings; developing webpage content; accessing and summarizing publicly available data; working with faculty members to develop materials and resources for trainings/workshops; moderating events and workshops; facilitating breakout discussions; organizing data and information into reports that are meaningful and accessible to faculty; and providing technical/administrative support for college systems, such as TracDat and the Vision Resource Center. While no existing GCCCD position description exactly matches up with the current duties and breadth of responsibilities for the Institutional Effectiveness Specialist position, the Research and Planning Analyst position comes the closest to addressing the primary duties as described above.

**Q7**

Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

As noted in the previous question, this position's duties are currently being performed by the full-time, grant-funded Institutional Effectiveness Specialist. We have been very fortunate in that the employee in this position has been able to build and co-create more sustainable, well-documented systems and processes for everything from learning outcome assessment to webpage development to professional development event/activity and hours tracking. This position has become such a significant part of college and IESE Office operations that if it were not filled, many aspects of our institutional effectiveness infrastructure would be fractured. For example, this position has allowed for the redesign of both the SLO Co-Coordinator and Professional Development/Teaching and Learning Coordinator such that these faculty positions are freed up to focus on visioning and content development, which is how both of these roles should always have been. Currently, this position will be funded through June 30, 2023 through Strong Workforce regional funds. However, these duties/responsibilities are so essential to the IESE Office operations, this position truly should be a permanent, district-funded position. The SLO Coordinator (Tania Jabour) advocated for this position three years ago, as did the Institutional Effectiveness Council, given the great void that would be left at the College should this position not be filled. We were fortunate enough to receive grant funds as a temporary resource for this position, but these are not ongoing funds, and ongoing funds are required to ensure the appropriate delineation of roles and effective use of human resources to advance the college mission. The workload for just the research and evaluation aspect of the IESE Office is significant, often outpacing the available time of our two full-time Research and Planning Analysts; thus, these duties cannot be assumed by our existing staff without a significant reduction their ability to focus on just research and evaluation projects.

**Q8**

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/intern/volunteer/work-study, and services provided.\*\* (200 words or less) (Rubric Criterion 2)

The IESE Office was only established five years ago (Fall 2016), and since that time, the breadth and depth of projects, processes, and functions that the IESE Office oversees have grown tremendously. The IESE Office has taken on the technical facilitation and administrative support for the program review process, outcome assessment process, accreditation processes, strategic planning, research and evaluation, integrated planning, guided pathways, and now professional development. When the IESE Office first began operations, it had only the Senior Dean, Associate Dean, and Administrative Assistant positions, in addition to one site-assigned Research and Planning Analyst from District Services. Since then, the office has grown to include two Research and Planning Analysts that report to the College and two full-time, grant-funded specialist positions (one for institutional effectiveness overall and one for professional development). In addition to this, the IESE Office serves as the administrative oversight for the following faculty coordinator positions: SLO Co-Coordinators, Program Review Faculty Coordinators, Accreditation Faculty Co-Chair, Student Success and Equity Coordinator, and Teaching and Learning Coordinator. With these increasing roles and responsibilities, the need for technical/professional staff has also grown. While we have been able to get by with these temporary, grant-funded positions, these are essential college functions and require permanent, district-funded positions.

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**Q9**

**Organizational Health**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

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**Q10**

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

This position is focused on building capacity for research, data, inquiry, and improvement through a variety of means, including technical support for program review, outcome assessment, the Strong Workforce Faculty Institute project, accreditation, strategic planning, and professional development. The position is critical for infrastructure building and creating sustainable processes for each of these areas. With the increasing responsibilities in the IESE Office, this position would provide technical assistance and support for each of the aforementioned institutional effectiveness-related processes.

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**Q11**

How will the position impact the ability of the program or service area to innovate and meet changing needs? (200 words or less) (Rubric Criterion 3)

This position significantly impacts the ability of the IESE Office and, most importantly, our faculty coordinators, to innovate and meet changing needs. Having this position serve as the administrator for systems like TracDat, but also be skilled at organizing projects and providing technical skills and expertise, allows our faculty to focus on teaching and learning and continuous improvement in those areas. In addition, this position provides much-needed technical support for outcome assessment and reporting, research and evaluation, programming of program review templates and downloading/organizing program review documents, creating the program review annual report, organizing information, and much more. All of this allows the IESE Office to be nimble and adjust to changing needs, whether they be focused on accreditation, professional development, or guided pathways, as examples. This position utilizes a variety of technical and professional skills as well as collaboration with faculty across the campus to ensure continuous quality improvement.

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**Q12**

Please confirm that you have discussed this faculty position request with the dean or manager and that you understand that deans and managers will be providing feedback to help inform the prioritization process.

**Yes, I have discussed this position request with the Dean or Manager**

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