#9

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	**Institutional Effectiveness, Success, and Equity**
Position Title	**Research and Planning Analyst**
Salary Range*	**44**
Annual Salary at Step B*	**$74,484**
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	**12-month, 40 hours/week**

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

This new Research and Planning Analyst position will advance both IESE Goal #1 (Improve data collection, accessibility for both internal and external stakeholders) and IESE Goal #2 (Integrate program review/planning, assessment, and resource allocation processes).

Q3

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

This duties of this position have been fulfilled by a grant-funded Foundation position, which is limited in scope due to the nature of grant-funded positions. Having a permanent position that could meet the needs of these grants but also serve as the Nuventive Improve administrator and add bandwidth to support program review, outcome assessment, accreditation, and strategic planning efforts would greatly improve the IESE Office's ability to improve and expand data collection efforts, document data collection and coding processes, and improve access to data by creating and maintaining data dashboards. Since this position would also serve as the Nuventive Improve administrator (along with the Senior Dean), this position is also critical to ensuring a more seamless integrated planning process.

Q4

What type of position is being requested?

Position currently funded by grant funds

Q5

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

C.44%20-%20RESEARCH%20AND%20PLANNING%20ANALYST%20(1).pdf (109.4KB)

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?How does the lack of this position impact the program's or service area's ability to serve students?(300 words or less)

The actual duties and responsibilities of this position are to:

provide operational support to the College's outcome assessment functions/processes such that faculty Outcome Assessment Coordinators can focus on outcome assessment programming/professional learning for faculty

provide operational support for the program review process, including development of the program review annual report, downloading, cataloging, and posting program reviews, resource requests each year in preparation for distribution to PRSC members

Conduct focus groups with students and employees

Provide technical assistance for Strong Workforce initiatives

Design and administer surveys of students and employees

Provide operational support for cataloging of accreditation evidence

Program and design templates in Nuventive Improve

Run outcome assessment and program review reports in Nuventive Improve

Provide support for IESE campus events, including facilitating and recording breakout discussions

In addition, as a full-time district employee, this position could also add another layer of support for data validation and data queries in support of college-wide and program evaluation.

Q7

* How are the duties of the requested position currently being performed, if at all?

The duties of this position are primarily being performed by the IESE Office's grant-funded Institutional Effectiveness Specialist. The funding for this position is expected to run out by the end of 2024.

Q8

* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

The grant funding will end in 2024.

Q9

Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?

The demand for this position is only expected to increase in order to address new statewide initiatives and grant reporting requirements. Currently, the College is at capacity for research/data with two full-time Research and Planning Analysts. With the future structure of the district Research, Planning, and Institutional Effectiveness office unknown, it is unclear how much that office will be able to support the two colleges in meeting compliance reporting requirements as well.

Q10

* How has the demand for program/department services increased/changed over the past 3 to 5 years?

With new state legislation and funding for categoricals comes reporting requirements and evaluation components. These include Student Equity Plan, Strong Workforce Local Share, Vision 2030 goal-setting and reporting, AB 1705, Basic Needs Centers, LGBTQ+ Centers, Guided Pathways, AB 928, among many others. In addition to this, the College will now be required, effective Fall 2024, to complete the Vision-Aligned Reporting project annually for the CCCCO. This will require new methods of data collection and new MIS data elements to be created and reported on. Furthermore, with the new ACCJC standards focused explicitly on outcomes and equity in both access and outcomes, the need to high-quality research and data support will be greater than ever.

Q11

* How have workloads in the program/department increased/changed over the past 3 to 5 years?

Workloads in the IESE department have been increasing over the past 5 years due to the infusion of new initiatives in the California Community College system. In addition, as practitioners gain more facility with data, more ad hoc requests come through the IESE Office, which is actually a very positive trend.

Q12

* How many more students will the position serve, and who will it serve?

Lastly, while this position is part of an operational unit that mostly serves as an indirect support for students, having this additional position would help amplify the student voice in campus decision-making by adding bandwidth for student focus groups, interviews, and surveys.

Q13

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.

Increase Equitable Access,

Increase Persistence and Eliminate Equity Gaps,

Increase Completion and Eliminate Equity Gaps

Q14

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

Again, as an indirect support to students, this position will help practitioners and programs across the College engage in a continuous cycle of inquiry and improvement. This position is expected to help departments increase equitable access by regularly reviewing their student data (demographics, overall number of students accessing courses/services), increase persistence by gathering student input and analyzing data on what leads to greater student persistence in an equitable way, and ultimately increase completion by helping departments, programs, and practitioners gather and analyze data to eliminate exit points for students and reduce barriers to student completion.

Q15

How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience?(200 words or less)Rubric Criterion 4

This position will improve the student experience by increasing the IESE Office's capacity for conducting focus groups, interviews, and surveys of students while also increasing research/data/information capacity. Gathering student input will help programs and practitioners make more data-informed decisions with the student experience in mind. The impact of this position will be measured by the number of research projects completed pre/post position hired, number of focus group projects completed pre/post position hired, Integrated Planning Survey results, and the number of faculty members using the Nuventive Improve platform for outcome assessment.

Q16

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

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

Q17

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

Respondent skipped this question