#9

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, December 16, 2024 9:42:48 PM
Last Modified:	Monday, December 16, 2024 10:38:29 PM
Time Spent:	00:55:41
IP Address:	38.44.193.182

Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	**Institutional Effectiveness, Success & Equity**
Position Title	**Research and Planning Analyst**
Salary Range*	**44**
Annual Salary at Step B*	**$79,704**
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	**12-month**

Q2

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

Goal 3: Integrate program review/planning, assessment, and resource allocation processes (primary)

Q3

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

This position is critical to the operations of the IESE research/IE unit. The position is currently filled part-time (.75 FTE) but only on a temporary basis through grant funds. Those funds are ending in 2025. This position plays a critical role in technical assistance and administration of the Nuventive platform and other technology related to integrated planning processes and outcome assessment. Having this position to implement the technical aspects of these systems and to provide training and technical support for program review and outcome assessment to faculty and other practitioners ensures faculty coordinators for these functions are able to focus on content/training rather than data entry, database design, or system programming. Currently, IESE has two Research and Planning Analyst positions; however, these two positions support research functions, ad hoc requests, implementation of the college research agenda, and data dashboards. This position would add to the College's research and information capacity while also providing critical technical support for Nuventive system implementation and maintenance.

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.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 technical and operational support/project management to the College's outcome assessment functions/processes; develop workshops and trainings on the Nuventive platform, including outcome assessment and program review technical assistance; provide technical and operational support for the program review process, including development of program review annual reports, including downloading, cataloging, and posting program reviews, resource requests each year in preparation for distribution to PRSC members and resource groups; conduct focus groups and design/conduct surveys with students and employees to support continuous improvement of integrated planning/program review and outcome assessment processes; provide technical assistance for Strong Workforce initiatives; provide operational support for cataloging of accreditation evidence; program templates in Nuventive Improve; design and update outcome assessment reports in Nuventive Improve; provide research and technical support for IESE campus events, including facilitating and recording breakout discussions; implement data validation processes in collaboration with district ESS and RPIE teams; support 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 will run out by the end of 2025. Funding is being decreased for statewide initiatives and categorical programs in light of the statewide budget deficit; thus, the regional grant that funds this position is ending and is in its last year, as confirmed by the regional consortium.

Q8

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

The grant is ending in December 2025. There will not be an opportunity to renew as this funding has been cut by the state.

Q9

Program or Service Area Potential for GrowthPlease 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?- How has the demand for program/department services increased/changed over the past 3 to 5 years?- How have workloads in the program/department increased/changed over the past 3 to 5 years?- How many more students will the position serve, and who will it serve?**Please use both quantitative and qualitative data including, but not limited to: details of a newprogram, service, or initiative; number of students served; number of appointments; number ofvisits; number of workshops; total overtime/comp time accrued, number ofhourly/intern/volunteer/work study in program/service area and services provided.**(200 words or less) (Rubric Criterion 2)

The demand for research/data/technical assistance has increased dramatically over the past decade. Across the California Community Colleges system, the number of professionals employed in the research/planning/effectiveness field has more than doubled since 2012, going from 214 to 432 statewide. With a massive influx in state initiatives, all of which require data reporting and evaluation, the demand for research-related positions will increase for the foreseeable future, particularly with the implementation of AB 928, Vision-Aligned Reporting, the continuation of Student Equity Planning, the LGBTQ+ program, basic needs/basic rights, and Strong Workforce. New new statewide MIS and categorical/grant reporting is occurring every semester, and the IESE Office will need to respond to these statewide data/research/evaluation requirements in addition to local research and evaluation needs. 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. Currently, the College is at capacity for research/data with two full-time Research and Planning Analysts. With the future staffing/capacity of the district Research, Planning, and Institutional Effectiveness office still unknown, it is unclear how much that office will be able to support the two colleges in meeting compliance reporting requirements as well. Thus, this position is essential to ensure the College can address local research, evaluation and improvement needs, statewide reporting requirements, and national/accreditation requirements.

Q10

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,

Eliminate Equity Gaps in Course Success,

Increase Persistence and Eliminate Equity Gaps,

Increase Completion and Eliminate Equity Gaps,

Increase Hiring and Retention of Diverse Employees

Q11

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

This position is critical to college research and evaluation activities, upon which each of the five very-measurable strategic goals is built. In order to learn whether our efforts in each goal area have been effective, we must conduct assessment/evaluation activities.

Q12

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. While this position is not directly student-facing, it is very important for ensuring the IESE Office is able to provide much-needed operational and technical support for compliance processes and assessment/quality improvement efforts.

Q13

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 and its priority relative to other requests within the division/department with my dean/manager

Q14

Date of meeting (with dean/manager):

Date / Time   **11/05/2024**

Q15

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.

Guidance provided was from years ago. Updated guidance may be helpful for program review authors who are new or relatively unfamiliar with the process.