



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DEAN OF PLANNING/RESEARCH/INSTITUTIONAL EFFECTIVENESS

An Academic Administrative Position (Exempt Status)

Grade AF – Salary Schedule 20

A. General Statement

The position is responsible to the President and serves as the college administrator responsible for planning, developing, directing, evaluating, and conducting institutional planning, assessment and research. The position oversees and implements planning and research activities to positively impact student outcomes; oversees and coordinates implementation of the college strategic and master plans and provides leadership in other major planning efforts. In addition, the position is responsible for the conceptualization, design, execution, and coordination of research to support the planning and evaluation of all programs and services through the continuing assessment of student needs and analysis of student outcomes and for providing information and direction that will assist the College in improving student success.

B. Duties and Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Oversee the ongoing development and implementation of the College strategic plan by ensuring the development of meaningful objectives, assessment and consistently reporting the outcomes
2. Provide leadership in the development of policies and procedures for planning, assessment and research in conjunction with District and College goals and missions
3. Provide leadership, direction for PRIE staff
4. Manage assigned budget for the research office
5. Coordinate a systematic and integrated institutional planning process that is aligned with accreditation, the campus strategic and master plans, and other planning related requirements
6. Compile, analyze, and maintain statistical and other data for reports related to institutional effectiveness including: student equity, enrollment, demographics, productivity, student success, retention, persistence and transfer rates, and provide reports as assigned; coordinate timely responses to surveys and reports required by external agencies and other ongoing College efforts to measure its effectiveness
7. Provide consultation, support and technical assistance on specific research and grant projects for divisions, department programs, governance committees and individual faculty
8. Collaborate with District Information Technology Services Department and District Research Council
9. Supervise and evaluate research office staff; delegate assignments when appropriate; conduct evaluations of staff

10. Serve on state, District and College committees and councils as designated by the College President

Research

11. Establish a process using the governance model to design a research agenda and research studies (including data development, analysis and report writing) to identify implications for College practices
12. Develop and review measures of institutional effectiveness
13. Coordinate the collection of data concerning measures of institutional effectiveness
14. Specify measures of program effectiveness (working with college administration)
15. Provide access to timely, focused and accurate information from multiple data sources
16. Keep abreast of national and state institutional research by participating in conferences such as the Research and Planning Group for California Community Colleges

Assessment

17. Provides leadership in developing an assessment plan ranging from establishment of outcomes and methods of assessment to the interpretation and analysis of the results and follow-up decision making
18. Coordinate program-specific assessment and planning activities, including departmental program review
19. Provide leadership in the design, implementation, and analysis of student satisfaction surveys, campus climate and community surveys
20. Provide leadership in academic, support and administrative assessment efforts

Accreditation

21. Act as the Accreditation Liaison Officer and coordinate continuing institutional self-study scheduling and logistics in preparation for accreditation review; manage response efforts as required by the Accreditation Commission; compile and submit accreditation update reports
22. Provide leadership in the preparation and the development of responses to the WASC (accreditation) related to the reaffirmation of accreditation
23. Performs other related duties as assigned

Requirements

1. Master's Degree and one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment which may or may not be concurrent with the required full-time service, **OR** possession of a California Community College Supervisor Credential
2. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff
3. Proficiency with contemporary research and planning software

Desirable Skills and Attributes

1. Successful work experience demonstrating leadership, research experience, and knowledge of planning, research and assessment activities in a college or university, or closely related setting
2. Formal education or training in research, assessment and/or planning, particularly related to higher education
3. Knowledge of electronic and print research resources relative to educational research
4. Knowledge of computer software available for various research, tracking, reporting, and documentation activities
5. Skill in research and strategic planning technology and methodologies, including facilitation of group planning activities
6. Skill in establishing and maintaining effective educational and planning partnerships
7. Skill in oral communication, including persuasive communication and public speaking

8. Skill in written communication, including WASC and other formal report composition
9. Skill in conducting comprehensive research on a variety of topic areas, particularly related to education
10. Skill in respectful and sensitive communication with people who are diverse in their cultures, language groups and abilities
11. Ability to supervise, manage, and evaluate staff
12. Ability to work effectively as part of a team

(3/2015)