

DAP Position: **Institutional Effectiveness Coordinator**

Position Title: Institutional Effectiveness Coordinator
Position Overview: The Institutional Effectiveness Coordinator functions as the co-chair of the Institutional Effectiveness Committee (IEC), a committee of the Planning and Fiscal Council. In partnership with the Dean of Institutional Research and Planning, the Institutional Effectiveness Coordinator leads the IEC in all functions of the committee, including implementation of the annual institutional planning process.
Term Length¹: 2 academic years, Fall and Spring semesters only
Next Term Start Date¹: Fall 2014 (position to be filled Spring 2014)
Release Time Assignment¹: 10% per semester
Current Faculty Member in Position: Lydia Gonzalez
Administrative Supervision: Dean, Institutional Research and Planning
Key Duties & Responsibilities: <ol style="list-style-type: none">1. Co-chair regular meetings of the Institutional Effectiveness Committee (IEC).2. Establish IEC meeting agendas in conjunction with the Dean, Institutional Research and Planning.3. Establish the institutional planning process calendar in conjunction with the Dean, Institutional Research and Planning.4. Create the agenda for the annual campus Planning Retreat in conjunction with the Dean, Institutional Research and Planning.5. Evaluate and revise the institutional planning process in conjunction with the IEC and the Dean, Institutional Research and Planning6. Review institutional planning process data and provide feedback to the IEC and Dean, Institutional Research and Planning.7. Recommend initiatives to promote institutional effectiveness and data-driven decision making.8. Serve as liaison to Academic Senate for IEC initiatives and issues related to institutional effectiveness and the institutional planning process.9. Execute coordinator duties in accordance with established District Board Policies and Administrative Procedures.10. Prepare reports as necessary in support of the IEC's strategic planning.11. Contribute suggestions for improving and maintaining the IEC Web page.12. Develop, implement, and update a personal professional development plan on an as-needed basis.

13. Perform related duties and responsibilities as assigned.

Employment Standards (Knowledge of):

1. Planning, organization, and direction of operations and activities related to the Institutional Effectiveness Committee (IEC).
2. Purpose and structure of the IEC and the Planning and Fiscal Council (PFC).
3. Capabilities of computer systems, software, and hardware used in facilitation of IEC activities.
4. "Best practices" in effective institutional planning processes.
5. Mission, philosophy, and goals of the College.
6. District organization, operations, policies, and procedures.
7. California Community College System and its functioning on state, local, and institutional levels.
8. Policies and practices in serving community college students.
9. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
10. Principles of business and personnel coordination.
11. Organization and coordination of records.
12. Conflict resolution practices.
13. Pertinent federal, state, and local laws, codes, and regulations, including applicable sections of the California Education Code.
14. Accessibility issues and regulations related to IEC activities.

Employment Standards (Skills & Abilities):

1. Identify and respond to faculty issues, concerns, and needs with regard to institutional planning activities.
2. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of IEC coordination.
3. Plan, direct, and coordinate the operations of on-site and off-site programs, services, plans, strategies, projects, goals, and objectives related to institutional effectiveness.
4. Coordinate activities to ensure compliance with establish curriculum standards and requirements.
5. Work with campus stakeholders to monitor, evaluate, and modify services, curriculum standards, practices, processes, policies, and procedures to enhance the institutional effectiveness of programs.
6. Analyze situations accurately and adopt an effective course of action.
7. Apply and interpret pertinent laws, rules, regulations, and policies.
8. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
9. Communicate clearly and concisely, both orally and in writing.
10. Demonstrate interpersonal skills using tact, patience, and courtesy.
11. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
12. Prepare comprehensive narrative and statistical reports.
13. Effectively operate and utilize computer equipment, software, information management systems, and course management systems in the performance of

<p>duties.</p> <p>14. Meet schedules and timelines.</p> <p>15. Work independently with little direction.</p>
<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1. Master’s degree in a related field preferred; Bachelor’s degree considered. 2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
<p>Special Requirements:</p> <ol style="list-style-type: none"> 1. 1-2 years of college teaching experience. 2. 1 year experience as a member of the Institutional Effectiveness Committee, or equivalent experience, preferred.

¹The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.