

## **POSITION: DIRECTOR OF INSTITUTIONAL PLANNING AND EFFECTIVENESS**

### **DUTIES AND RESPONSIBILITIES:**

**Planning and Effectiveness Function:** Coordinates and manages the College's strategic and annual planning and effectiveness assessment systems/processes including:

1. Coordinates design, implementation, evaluation, and refinement of strategic and annual planning processes to assure relevancy, high college performance and effectiveness, and a system that integrates effectively with the College's annual and long range budgeting processes.
2. Works collaboratively with chairs of cross-functional teams charged with development of action plans to advance strategic goals and facilitates their progress toward team productivity.
3. Serves as a liaison to the Executive Team on the implementation of strategic objectives.
4. Fosters institutional understanding of the College's planning and assessment processes and enhances the capacity/ability to plan and assess effectively at the departmental, divisional, and institutional levels.
5. Prepares planning and effectiveness assessment related communications, materials/documents and completed plans for release to community, Trustees, DHE, etc.
6. Works with appropriate staff across the College and develops relevant performance/effectiveness measures to assess effectiveness at the institutional, divisional, and departmental levels of the organization as called for in the Strategic Plan (i.e. Strategic Objective under each Strategic Plan Priority).
7. Defines data needs and required IR analyses to support annual planning and effectiveness assessment including market research, environmental scan reports, tracking of significant internal and external trends as well as trending institutional performance indicators/measures.
8. Works collaboratively with IR staff and IT personnel in the development and ongoing fine tuning of a robust data support infrastructure to ensure easy access to adequate and ample data and information to inform planning, management and effectiveness assessment across the College.
9. Works closely and collaboratively with the Director of Institutional Research and other staff in the development of the annual College Performance Report preparing and analyzing college performance on key dashboard indicators (both state and those prescribed in College's Strategic Plan).
10. Works closely with the Executive Team and relevant college staff coordinating preparation of the annual narratives required as part of the DHE Annual Performance Accountability System; seeks input from Executive Staff on programs of distinction/best practices and other key annual actions to be cited; takes the information provided by others and puts into a well written and coherent narrative for Presidential review and final approval before release.
11. Works collaboratively and effectively with the Academic Affairs division, including the preparation of analyses and outcomes assessments to support internal needs and external reporting requirements.

### **Research Function:**

12. Collaborates with the Institutional Research Office in the collection and analysis of external (environmental scanning) and internal data necessary for institutional planning, enrollment management, decision-making, policy development, and internal and external reporting.

13. Works with IR staff in developing annual operational action plans that forward the College's Strategic Plan.
14. Works closely with IR and others in the College to ensure development of benchmarks, required data support systems, analytic studies, presentations and other tools to support and enhance planning, decision making, enrollment management, policy development and effectiveness assessment.
15. Serves as the institutional planning and effectiveness measurement liaison to the college community and external entities and provides assistance when needed to other college staffs in developing action plans and/or outcome measures.

**General Management:**

16. Provides leadership and administrative oversight of fiscal and day-to-day operations of the Office of Institutional Planning and Effectiveness, including cost center budget management and staff supervision.
17. Promotes continuous quality improvement within the Planning and Effectiveness area by continuously seeking and implementing business practice and process improvements that maximize cost and procedural efficiencies, effectiveness, and productivity.
18. Sits on internal, regional and state level committees, teams, task forces as required and/or approved by the President; represents the interests of community colleges and QCC when attending regional and state functional affinity groups and other such groups/associations related to institutional planning and effectiveness assessment.
19. Selects, supervises, trains, and evaluates Institutional Planning and Effectiveness personnel.
20. Maintains a current knowledge of appropriate planning and assessment systems, processes, and methodologies and what is happening in the field of higher education planning and assessment.
21. Performs other duties as assigned by the Vice President or the President.
22. Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
23. Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
24. Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
25. Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
26. Performing other duties as assigned.