

Data Coaching Program Plan

Prepared by the Research, Planning, and Evaluation Committee

April 2019

Goals of Data Coaching Program

The Data Coaching Program aims to build the research and data capacity of the College by providing intensive training to faculty, staff, and managers. As articulated in the college's *Educational Master Plan*, we have the goals of being an institution that makes data-driven decisions and of having a culture of learning and continuous improvement. The Data Coaching Program will assist in our efforts to meet these goals. Since this is a new program, during the 2019-2020 academic year the participants will help define and refine the program goals.

How the Data Coaching Program Will Work

Coaches will apply to join the program. The goal is to have a wide diversity of roles represented, to facilitate conversations around the entire campus. Coaches can be faculty, staff, or managers. Faculty and staff who are coaches will receive stipends for their participation, if it outside of their regular work contracts.

Coaches will serve as a point of contact for their unit to help with pulling data from existing sources, interpreting that data, incorporating it into planning (including program review), and developing strategies for interventions that will improve student success.

Coaches will serve for one year. In the second year of the program, a new set of coaches will be trained to continuously expand expertise college-wide.

Training Program

Coaches will be required to attend a 2-day training program that will be immediately before Flex in the fall. The training will include:

- Day 1
 - Purpose of the program: Building data literacy
 - Vocabulary of DVC data
 - How to identify bad vs good data
 - Data resources available
 - Case studies – Program Review Data
 - Start with Program Review for familiarity and understanding

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- What pieces of data are in program reviews and how do you know if they are right?
 - Looking at a few different divisions, see if there are scenarios that justify the addition of faculty, addition of supplemental instruction, or the addition of a tutoring program. Review one program review as a group and discuss.
 - Review program reviews from their home divisions, do a gap analysis and discuss.
- Day 2
 - Existing data resources – What are their purposes? Work through some case studies to illustrate each type of data set. Discuss how these other data sets can be used to improve planning.
 - SQL – Include how to structure a query
 - CCC Data Dashboard (Student Success Metrics)
 - Tableau
 - Other Resources
 - Connecting with your units and supporting their needs
 - Who are they?
 - What do they need beyond program review? (For example, people might need labor market data to complete a CE grant.)
 - How do you guide without doing the work?
 - How do you advertise and promote your services?

Expectations of Coaches

1. Attend mandatory 2 day training.
2. Attend one additional mandatory, 2 hour training each semester.
3. Participate in monthly check-ins with Head Coach.
4. Stay updated about materials available on the Data Coaching Canvas Site.
5. Stay updated on the cycle of funding opportunities and associated research needs. Share information about these opportunities with others.
6. At the beginning of each semester, communicate to their Unit, Division or Departments the services they provide. Include the timeline for Program Review, grant opportunities and other time sensitive uses of data.
7. Be available to your constituents, as they need you.
8. Have at least four outreach meetings with your constituents per term.

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9. Throughout the year, track your activities and contacts with your constituents. Share this with the Head Coach during your monthly check-ins.
10. Provide feedback and recommendations on improvements for the Data Coaching Program for future cohorts.

Schedule for Recruiting Coaches

- Where do we recruit? Academic Senate, Classified Senate, Deans and Chairs, Email
- How many do we need? 10-12
- Compensation of \$1,000 per coach

Timeline

Announcement and Recruitment 5/1 - 5/25

Application Review 5/25-6/15

Initial Training 8/19-8/20

Head Coaching Team – responsibilities

The Head Coaches will be the facilitators of the project. They will be paid a stipend of \$1,500.00 to complete the following tasks:

- Consistent communication created and stored on Canvas with timeline for release
- Create survey for end user
- Create survey for Coaches – what worked, didn't work
- Create an ongoing list of contacts and projects
- Create a "ticketing" system for help.
- Distribute coaches to campus (who goes where)
- Use the information gathered to inform RPEC and update procedures
- Prepare and teach the trainings

Tentative Year One Budget

12 Data Coaches Compensation	\$12,000
2 Head Coaches Compensation	\$3,000
Food/Supplies	<u>\$1,000</u>
Year 1 total	\$16,000

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