

INTERVIEW RATING FORM: DEAN OF PLANNING, RESEARCH, INNOVATION & EFFECTIVENESS (PRIE)

Each member of the Screening Committee is required to complete one of these forms for each candidate interviewed. The completed interview rating forms will be part of the final documentation file. The form is used for note taking during the interview, rating the candidate, and indicating if the candidate should be forwarded as a finalist. Please sign and date the form.

Candidate: _____ Date: _____

Oral Interview: 60 minutes

1. Please share with us what uniquely qualifies you for this position and why you want to work at College of San Mateo (CSM) in particular.

Key Response Elements:

- Education/experience in related field
- Statistical research/analysis
- Relevant accomplishments
- Positions of increasing responsibility
- Program evaluation expertise
- Computer, programming languages, database management
- Breadth and depth of knowledge about CSM
- Cultural competency
- Planning experience
- Assessment at all levels

Notes:

2. Please provide your definition of educational equity. As the Dean of PRIE, what specific steps would you take as a leader to foster a culture of social justice, equity, and antiracism at CSM?

Key Response Elements:

- Provides a clear definition of educational equity
- Provides clear examples of promoting institutional equity and cultural fluency
- Describe inclusivity through multiple lenses (e.g., race, ethnicity, gender, religion, ability, etc.)
- Prioritizes student success and equity in institutional decision-making
- Collaborates with faculty, staff, students, and administration to foster an equity-minded campus culture
- Navigates traditional educational power structures
- Understands equity vs. equality and the intersectionality of social justice issues
- Promotes cultural fluency and inclusivity across the campus

Notes:

3. Describe your experience fostering a sense of collective vision around complex issues that allow the college community to set priorities, develop meaningful strategic goals, and identify concrete actions to achieve them.

Key Response Elements:

- Builds motivation and trust
- Engages in participatory leadership (solicits input/feedback and consults with stakeholders and/or representatives)
- Sets strategic priorities
- Communicates effectively
- Develops and establishes clear processes and timelines
- Ensures accountability
- Balances the need for long-term planning with the urgency of short-term goals

Notes:

4. Describe your strategies for effectively engaging others in utilizing key metrics to drive institutional success, including specific examples of how you foster data-informed decision-making and lead continuous improvement initiatives to achieve equitable student outcomes.

Key Response Elements:

- Provides concrete examples of translating complex data into actionable insights
- Uses Key Performance Indicators (KPIs) effectively
- Develops a strategic vision for campus engagement, including under-represented perspectives
- Prioritizes data-driven strategies that lead to measurable improvements in student success and equity
- Aligns key data points with institutional goals, accreditation requirements, and strategic initiatives
- Drives innovation in data utilization (e.g., new approaches, tools, or methodologies)
- Employs effective engagement strategies to increase data literacy (e.g., workshops, data dashboards, or cross-campus collaborations)

Notes:

5. The PRIE Dean oversees a team of five institutional researchers, serves as a key member of the College Cabinet, and leads strategy around the critical work of the college. How would you inspire your team to continuously challenge themselves to grow, innovate, and improve their work to engage in strategic initiatives and projects?

Key Response Elements:

- Fosters a culture of growth and innovation
- Creates a supportive and motivating work environment
- Encourages collaboration and knowledge sharing
- Promotes strategic thinking and initiative
- Empowers and develops team members
- Leads by example

Notes:

6. The College is home to many different constituencies: students, faculty, staff, community members. How have you built trust and facilitated broad-based engagement that allows these different constituencies to collaborate and work together, across silos, to achieve their goals?

Key Response Elements:

- Understands and advocates for college needs
- Builds trust and engagement
- Coordinates and aligns diverse research efforts
- Is able to navigate competing demands in a way that builds a sense of transparency and trust in the PRIE office
- Facilitates cross-functional collaboration
- Advocates for necessary resources to support district-wide efforts
- Navigates institutional and community partnerships

Notes:

7. The Dean of PRIE will act as the Accreditation Liaison Officer for CSM. Describe any experience you have had with accreditation and/or meeting compliance standards. Include how you would lead the College in accreditation.

Key Response Elements:

- Familiar with accreditation standards/requirements/process
- Initiates, manages, and oversees accreditation work
- Communicates the importance of accreditation
- Uses relationship-building to encourage participation
- Develops a clear and manageable process
- Familiarity with participatory governance in accreditation
- Experience with grants/categorical program compliance

Notes:

8. Tell us about a time you disagreed with a supervisor and how you addressed the situation.

Key Response Elements:

- Navigates and engages in difficult conversations with professionalism
- Provides a specific, relevant example
- Values transparency and integrity
- Maintains collegiality and respect
- Takes a solution-oriented approach
- Understands and navigates power dynamics
- Demonstrates self-reflection and self-awareness

Notes:

9. Provide an example of your approach to inquiry.

Key Response Elements:

- Demonstrates intellectual curiosity
- Employs a creative and innovative approach
- Applies critical thinking and analytical skills
- Uses a systematic and strategic approach to inquiry
- Involves diverse perspectives, stakeholders, and interdisciplinary approaches
- Builds and synthesizes knowledge
- Ensures new ideas are actionable and relevant to intuitional needs

Notes:

10. Presentation (10-minutes): Prepare a 10-minute presentation summarizing research you've conducted recently and recommendations you made based on your findings.

Key Response Elements:

- Engages and dynamic presentation style
- Communicates complex information in clear, lay-friendly language
- Demonstrates strong oral communication skills
- Effective use of visual and data representation
- Clearly draws conclusions supported by evidence
- Adaptable to audience needs

Notes:

11. Do you have anything you wish to add or do you have any questions for us?

Notes:

Skills Demonstration: The College of San Mateo serves the following communities:

- Belmont
- Burlingame
- Hillsborough
- El Granada
- Half Moon Bay
- Millbrae
- Montara
- Moss Beach
- San Mateo
- Foster City

Attached, you will find educational attainment data for these communities from the Census Bureau's American Community Survey, along with 2023-24 enrollment data for College of San Mateo students aged 25 and over who reside in each community.

Using this data, analyze whether CSM's 2023-24 enrollments from each community were proportional to the educational need in that area.

Please draft a brief memo summarizing your findings and recommendations to the College President.

Key Response Elements:

- Ability to perform basic analysis in Excel
- Understands concepts of proportionality
- Writes clearly and succinctly
- Crafts recommendations for action that are clearly supported by data analysis
- Analyzes data through an equity lens (identifying disparities and potential barriers to access)
- Aligns recommendations with institutional priorities and mission

Notes:

Overall Comments:

Recommend this candidate for final interview (check one): Yes No

Interviewer's Signature: _____