The University of North Carolina General Administration EPA Designation Request Form

Institution: North Carolina Central University		
Division/School/Department: Academic	Affairs/School of Education	
EPA Designation Requested: Senior Academic and Admi Senior Academic and Admi X Instructional, Research and	inistrative Officer, I.A.* (SA inistrative Officer, I.B.* (SA	
Proposed Position Information: Proposed Title: Director of Quality Learning	g	
Proposed Working Title (if different): _		
Proposed Position Number: 610194	Pro	posed JCAT Code: 42900
Current Status:SPA X_EPA	New Position	
Current Position Information (if app Current Title: Coordinator of Educational Te	licable) echnology	
Name of employee in position: Deborah	ı Eaton	
Name and title of supervisor: Dr. Theodo	ore Pikes, Chair - Curriculum	
Institutional Authorization: Print Name: Debra Saunders-White	Title: ^{Cl}	
Signature:		Date: ^{June} 28, 2013
Mailing Address: 1801 Fayetteville Street,	, Durham, North Carolina 27707	
Mailing Address 2:		
Telephone: 919-530-6104	Fax: 919-530-5014	Email: debra.saunders-white@nccu
Electronically submit completed for a single PDF package: ☑ A written justification for requested SAAO definition or Instructional/Re ☑ A detailed position description.	action to include specific research definitions.	reference to relevant elements in
☑ An organizational chart that include	es position titles, position n	umpers, position designations (SPA,

Submit to: hrab@northcarolina.edu

EPA, SAAO), and employee names.

Questions to: Keith Dupuis, HR Consultant, (919) 843-5479, kedupuis@northcarolina.edu

NORTH CAROLINA CENTRAL UNIVERSITY

PROPOSED POSITION TITLE: Director, Quality Learning

Justification (why is this position needed?)

Due to the restructuring of the School of Education, the Coordinator of Educational Technology position has been reclassified to the Director of Quality Learning in order to align with the School of Education's Strategic Plan. This position will assist in our ability to meet degree attainment goals and to be responsive to state needs. Teachers are needed across the state (and nationally) and the importance of producing high quality educators is apparent. This position will enhance our ability to respond to the state's need for highly skilled educators (and other professionals) by enhancing our ability to strengthen academic quality through systematic assessment. This position will provide data analyses and will generate reports that will enable us to monitor the quality of instruction. It will also enable us to monitor and track trends for students (a) from the point of recruitment through admission to the program, (b) through progression through the curriculum until degree completion, and (c) until their third year in their career. This position will impact student retention and graduation by compiling and analyzing vital data on students' progress through the curriculum and by developing reports regarding the quality of student learning (i.e. skills, knowledge, and disposition). This position is essential to determine the extent to which students are on track for graduation, to identify data-driven areas for program changes and to ensure high quality graduates. The position is an important part of the assessment system to determine effectiveness and efficiency in all SOE programs. This position will help the SOE to reach its enrollment objectives by conducting environmental scanning procedures to forecast essential changes in admission requirements as they are disseminated from the state and accrediting associations. This position will also collect, analyze, and report trend data on student characteristics that will inform targeted recruitment and retention efforts.

Organizational Unit

The Director of Quality Learning will report to the associate dean in the SOE. This position facilitates and supports data driven decisions that affect the quality of learning for students in the SOE. It is an important part of the assessment system to determine effectiveness and efficiency in all SOE programs.

Duties and Responsibilities

The position provides an essential role in the collection, compilation, analysis, synthesis, interpretation and presentation of data used in decision-making for quality enhancement in student learning. This position facilitates and supports data driven decisions that affect the quality of learning for students in the School of Education. The primary responsibilities are aptly described as research, analytical, and technical. Primary responsibilities are to assess and evaluate the quality of students' learning; to compile, organize, and analyze large complex data sets from multiple academic and administrative areas; to develop statistical and other data to support strategic planning, to assist in responding to calls for educational accountability, to facilitate and support accreditation efforts; to interpret and present the results in a user-friendly format; to disseminate findings to various audiences in the academic community.

Specific Duties and Functions:

- Conduct data and statistical analyses for evidence-based decisions in the School of Education;
- Develop reports for audiences external to the School of Education (NCCU administration, UNC-GA, accreditation bodies, NC DPI, etc.);
- Compiles and maintains multiple sources of data;
- Researches information resources to investigate best practices in education, informs supervisor of changes in policies and procedures;
- Collect information for environmental scanning, comparative analyses and benchmarking;
- Conduct surveys, focus groups, and other necessary data collecting strategies for evidenced based decisions:
- Conduct completers' and employers' surveys to assess School of Education's effectiveness;
- Monitor and update the School of Education's dashboard;

- Assist with developing and overseeing an evaluation plan for the School of Education's Strategic Plan;
- Assists in data requirements (i.e. collection, analyses, reporting) for all accreditations in the School of Education as directed by supervisor;
- Conduct and summarize literature reviews and Web searches to support research, grants, and other special projects;
- Design and administer interactive online surveys including generation of electronic contact lists, uploading surveys to server, downloading, importing, and cleaning data and generating various types of reports.
- Serves as a centralized source for SOE data; and

Other duties as assigned by the dean or associate dean (Assessment & Accountability)

Qualifications

- A familiarity with educational research, measurement, higher education administration, statistics, or related field is required.
- Mastery of research methods (quantitative and qualitative) and mastery of technical tools are essential.
- An ability to stay current with institutional research and accountability trends continuously having an eye
 for detail and the ability to enable the School of Education to be proactive through recommendations based
 on the organization, analysis, and presentation of data is preferred.
- A familiarity with educational research, measurement, higher education administration, statistics, or related field is required.

Required Education and Experience

- The candidate should have a doctorate in the field or a closely related field (with appropriate experience or background).
- Expertise in the following software applications is required: SPSS, and MS Outlook/Word/Excel/Access is required.

Preferred Education and Experience

(If applicable)

- Familiarity with the institutional research and effectiveness function in higher education is preferred.
- Familiarity with the SACS, NCATE(CAEP), Communication Disorders, and Counseling accreditation is preferred.





