



TheRPGroup

Research, Planning & Professional Development
for California Community Colleges

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Representing the Institutional Research, Planning, and Effectiveness Community on Statewide Committees Frequently Asked Questions

The RP Group serves as the representative organization that appoints institutional research, planning, and effectiveness (IRPE) professionals to statewide committees. These opportunities allow IRPE professionals to contribute to the IRPE field and help improve the California Community Colleges system. We invite IRPE professionals interested in growing their own professional development and making a difference in the state to please complete this application.

Volunteer Form

If I fill out the [Volunteer Interest Form](#), does that mean I'm automatically assigned to a committee?

When an opportunity arises that matches your interests and experiences, we will contact you to determine if you are interested and able to serve. Please note that we may receive more applications than opportunities available. Therefore, submission of the volunteer form is not a guarantee of appointment.

How can I update my form?

If your information (e.g., new email, new job) or interest in serving has changed, please use the link provided in the confirmation email from your original Volunteer Form submission to update your information. If you do not have access to this email, please reach out to info@rpgroup.org for a link to edit your submission.

Why are you asking for my demographic information in the Volunteer Form?

As stated in our [Commitment to Equity, Diversity, and Inclusion](#), The RP Group is committed to advancing racial equity and improving social justice. In order to act on that commitment, we need to have a better understanding of how we reflect the demographics of the IRPE community. Therefore, we are asking those interested in serving as representatives to please share their demographics to help better position the organization to represent and support our constituents. The demographic information you provide is confidential and will not be shared with anyone outside the organization.

Selection and Appointment Process

How do you select representatives? How often?

The RP Group's Statewide Representatives Committee (SRC) Chair consults with the Executive Director to identify possible candidates among those who have expressed interest through the [Volunteer Interest Form](#). Possible candidates need to come from institutions that have an active membership with The RP Group. The SRC Chair then contacts the candidate to gauge interest. If the candidate accepts, then the SRC Chair recommends to the Board President that this person is appointed to represent **CCC researchers and planners** on that particular statewide committee.

On which statewide committees do IRPE professionals have representation?

The RP Group currently has appointed IRPE representatives on the following committees and workgroups (please note this list can change at any time, but will be updated periodically):

- Artificial Intelligence (AI) Council
- Assessment Advisory Committee
- Common Course Numbering (CCN) Work Group
- Data Warehouse Advisory Group (DWAG)
- Data Governance Advisory Workgroup (DGAW)
- Distance Education and Educational Technology Advisory Committee (DEETAC)
- Fiscal Affairs Advisory Workgroup
- Reimagine Apply Steering Committee
- Student Metrics Advisory Committee
- Telecommunications and Technology Advisory Committee (TTAC)
- Transfer Intent Definition Task Force

Roles and Responsibilities

Who am I representing?

Representatives are appointed to statewide committees to **represent CCC researchers and planners** by The RP Group, the representative body for IRPE professionals. It is important to be clear about your representation in your self-identification at the meetings.

How should I introduce myself?

Please introduce yourself as follows:

- Verbally
 - *"I have been appointed to represent CCC researchers and planners by The RP Group, the representative body for IRPE professionals."*
- Visually
 - Please use the [IRPE representative Zoom background](#) during all virtual meetings.

What are my responsibilities as a representative of CCC researchers and planners? What is expected of representatives?

Please see “The RP Group Statewide Committee Representative Job Description,” available on our [Statewide Volunteer Opportunities Webpage](#), for detailed information. Representatives are encouraged to advocate for the student voice and lived experience by validating and uplifting student contributions while serving on their appointed statewide committee.

How much is the time commitment when serving on a committee?

The time commitment varies depending on how often the committee meets; however, on average, representatives can expect to attend between 2-4 meetings per year. In addition to attending meetings, representatives are expected to submit a report summarizing key items from each meeting using a provided template.

How long does a representative serve on a committee?

Typically, representatives are asked to serve for two academic years with possible renewals. The Statewide Representative Committee will reconfirm representatives’ participation before the start of each academic year.

How does information flow between the committees and The RP Group?

After each committee meeting, representatives are expected to submit a summary report summarizing key items from the meeting using a provided template. Each representative is also assigned a Board liaison who is a member of the Statewide Representatives Committee (SRC). This liaison serves as the representative’s primary connection to the SRC Chair and, thus the Board. Representatives can reach out to their liaison with any questions before and/or after committee meetings.

Are representatives required to attend committee meetings in person?

Most committees have shifted to virtual meetings, but some do meet in person; however, most committees provide a virtual option for those who cannot attend in person.

Do you cover travel expenses to in-person committee meetings?

Some committees have budgets to cover travel expenses for committee members. The RP Group will cover the representatives’ travel expenses for committees that do not.

How does serving as an IRPE statewide representative benefit me as a professional?

Serving as an IRPE statewide representative offers a powerful opportunity to grow as a professional and as a leader in the IRPE field. Statewide committee service expands your professional network, connects you with statewide initiatives and leaders at other colleges, within the Chancellor’s Office, and from other statewide organizations. Your participation helps deepen your understanding of system-level policy, research, and practice. You gain hands-on experience in participatory governance, leadership, and collaborative decision-making—skills that translate directly back to your campus regardless of your role. Statewide committee service also provides a platform to contribute your voice to and shape the future of IRPE work across

the California Community Colleges, and strengthen your identity as an equity-minded practitioner and leader.

Why should college/district leaders and supervisors support an employee in serving as an IRPE statewide representative?

Supporting an employee's service on a statewide committee is an investment in both the individual and their institution. IRPE statewide committee representatives bring back to their colleges/districts insights into statewide trends, research, and policy that can inform local planning and strengthen institutional effectiveness. Additionally, representatives are connected with The RP Group Board, and this expanded network gives your college/district direct access to information, expertise, and resources across the system.

For the employee, service on a statewide committee accelerates leadership development, builds governance skills, and increases engagement in the broader IRPE community. Backing their candidacy signals that the institution values professional growth, equity-minded leadership, and active participation in shaping the future of the IRPE field.

If you have any additional questions that are not covered here, please contact us at info@rpgroup.org.