



The RP Group

Research, Planning & Professional Development
for California Community Colleges

SM

Representing The RP Group on Statewide Committees Frequently Asked Questions

The RP Group provides several opportunities for institutional research, planning, and effectiveness (IRPE) professionals to contribute to the IRPE field and help improve the California Community Colleges system. We invite anyone interested in growing their own professional development and helping to make a difference in the state, to please complete this application.

Volunteer Form

If I fill out the [Volunteer 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.

Does my Volunteer Form expire? How can I update my form?

No, but if your information has changed (e.g., new email, new job), please complete a new [survey](#), and we will delete your previous survey.

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 Statewide Representatives Committee (SRC) Chair consults with the Executive Director to identify possible candidates among those who have expressed interest through the [Volunteer](#)

[Form](#). 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 The RP Group on that particular statewide committee.

On which statewide committees does The RP Group have representation?

The RP Group currently has representatives on the following committees and workgroups:

- Assessment Advisory Committee
- Common Course Numbering (CCN) Task Force
- Data Advisory Warehouse Group
- DEETAC (Distance Education and Educational Technology Advisory Committee)
- Fiscal Affairs Advisory Workgroup
- SEA (Student Equity Achievement) Workgroup
- Student Success Suite User Group (formerly CCC Apply “User Group”)
- Student Metrics Advisory Committee
- TTAC (Telecommunications and Technology Advisory Committee)

Roles and Responsibilities

What are my responsibilities as a representative of The RP Group? What is expected of representatives?

Please see [The RP Group Statewide Committee Representative Job Description](#) for detailed information.

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 there are some that are back to meeting in person; however, most 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.

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