



TheRPGroup

Research, Planning & Professional Development
for California Community Colleges

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Statewide Representatives Job Description

June 2026

Reference: You may find answers to commonly asked questions in our “FAQs: Representing the IRPE Community on Statewide Committees,” available on our [Statewide Volunteer Opportunities Webpage](#).

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Background

The California Community Colleges (CCC) system office has many standing or ad-hoc committees and workgroups that utilize a representative decision-making committee model. The RP Group is asked to recommend RP Group members, who are part of the institutional research, planning, and effectiveness (IRPE) field, to serve on statewide committees and workgroups to provide guidance on IRPE issues. Serving on a statewide committee also provides representatives a valuable professional development experience where they work with other community college colleagues, outside of their own college or district, and make valuable contributions to improve policy, programs, or initiatives.

Qualifications

- Experience in CCC IRPE as it relates to the objectives of the statewide committee
- A commitment to collaborate with other RP Group members to provide a perspective that attempts to best reflects The RP Group's membership
- A commitment to work in the best interest of the CCC IRPE community
- An understanding of The RP Group's mission, vision, and values, and a commitment to represent those values, as The RP Group is the representative body for the CCC researchers and planners
- Representative's institution is an RP Group member

Responsibilities

Self-Identification During Meetings

- It is important for IRPE statewide representatives to be clear in their assigned committees that they **represent CCC researchers and planners**, a stakeholder constituency group represented on statewide participatory governance committees.
- The RP Group is the representative body for the CCC researchers and planners, similar to CEOCCC, CISOA, and CSSO Association.
- While IRPE statewide representatives are appointed by The RP Group, they do not represent The RP Group.
- Use the [IRPE representative Zoom background](#) during all virtual meetings.

Committee Attendance and Reporting Requirements

- IRPE statewide representatives will work with their assigned RP Group Statewide Representatives Committee (SRC) Board liaison to ensure regular attendance at all committee meetings and timely submission of written summary reports. Representatives will notify the Executive Assistant and SRC Board liaison when committee meetings are scheduled.
- The representative shall notify their assigned liaison and the Executive Assistant in advance if they are unable to attend a meeting.
- The representative will send their liaison the agenda and any additional meeting documents for each committee meeting as soon as they are received.
- The representative will submit a written summary report within 10 business days of each committee meeting, highlighting any relevant IRPE-related issues, even if the representative was unable to attend the meeting. This report should be sent to their liaison and the Executive Assistant.
 - If the representative has any questions regarding how to complete the summary report, they should reach out to their liaison.
 - When there is more than one representative on a committee, the representatives will identify a notetaker and an alternate for gathering information for the meeting summary reports, and inform their liaison and Executive Assistant.
 - The notetaker is responsible for submitting the completed meeting summary report, and the same timelines apply. Also, the notetaker should share the summary report with the other representatives.
 - It is recommended that the notetaker role rotate among the multiple representatives serving on the committee/workgroup.
- IRPE statewide representatives will be asked to present at the annual State of the Committees Forum (May or June). This session is an opportunity to share key highlights from each statewide committee with the broader IRPE community and keep the field informed about committee activities amid ongoing shifts in committee work and the broader political landscape.
- IRPE statewide representatives will be invited to serve on The RP Group Statewide Representatives Committee if they are interested, which supports coordination and communication between The RP Group Board and all representatives.

Transition and Continuity: Warm Handoff

IRPE statewide representatives play a key role in maintaining continuity across committee work. When transitioning off a committee, **representatives are expected to provide a warm handoff to the incoming representative(s)**. The goal is to ensure incoming representatives can step in confidently and be informed about what has been happening.

As part of this warm handoff, the outgoing representative is responsible for **scheduling a meeting** with the incoming representative(s) to share:

- Context about how the committee operates, key recent and ongoing issues, and any tips or insights that help the new representative(s) understand the dynamics of the group.
- Upcoming meeting date(s) and point(s) of contact for the committee

Understanding The RP Group's Priorities

- When serving as IRPE statewide representatives on statewide committees, familiarity with The RP Group's priorities prepares representatives when speaking/sharing information at meetings on behalf of the CCC IRPE field, and provides guidance as to items that should be brought forth to the attention of The RP Group Board and/or IRPE field.
- IRPE statewide representatives are expected to be familiar with the following RP Group documents (*note: the first five items are "standing resources;" the last three items are emailed to representatives on a quarterly or as-needed basis*):
 - [Mission, Vision, and Values](#)
 - [Dual Role](#)
 - [Code of Ethics](#)
 - [Strategic Plan 2024-2028](#)
 - [Monthly RP Group Updates](#)
 - Quarterly Project Updates Report
 - Quarterly Summary of Statewide Committee Reports
 - Summary of Research and Evaluation Projects, as applicable to your committee
- IRPE statewide representatives are encouraged to center, validate, and uplift student voice and lived experience in their committee meetings. Examples of how representatives could center student voice and lived experience include:
 - When a student representative is on the committee

- Serve as a point of support for the student, especially if the student may be hesitant to speak up, and help ensure their perspectives are heard.
 - Reinforce or amplify points the student raises so their contributions are recognized and integrated into the committee's work.
- When no student representative is on the committee
 - During committee membership reviews, advocate for adding student representation
 - When discussions involve students or issues that directly affect them, recommend bringing a student into the conversation for that specific topic
 - Be the person in the room who asks, "What about the students?"
 - Share any relevant data that can present the student perspective or experience
- IRPE statewide representatives are encouraged to reach out to their liaison if they have questions about The RP Group's priorities or how they might center student voices in relation to their role as representatives of the CCC IRPE field.

Understanding What It Means to Represent the CCC IRPE Field

Serving as an IRPE statewide representative means representing the "entire" CCC IRPE profession in statewide decision-making spaces, ensuring that the diverse voices and perspectives of the field are reflected and that the work ultimately supports what matters most: students. Responsibilities include:

- **Representing IRPE perspectives in statewide discussions** — Bringing research, planning, data quality, and equity-minded insights to committees that shape policies, metrics, and guidance for the CCC system.
- **Surfacing key committee updates to The RP Group** — Sharing key developments, decisions, and emerging issues with The RP Group so that these items can be communicated by The RP Group to the broader IRPE field.
- **Elevating field-level needs and concerns** — Ensuring that the realities of campus capacity, data systems, reporting challenges, and equity priorities are being included in the committee's discussions.
- **Supporting systemwide alignment** — Helping statewide committees understand how proposed changes affect colleges operationally and analytically.

- **Networking and engaging with the IRPE field** — Connecting with local colleagues (e.g., at one's college/district, Regional Research Group meetings) to gather insights and perspectives, and coordinating with their SRC liaison, to collect broader IRPE field input through tools such as a Padlet or holding a feedback session.
- **Centering student impact in committee discussions** — Bringing student voice and lived experience, student-focused questions, and equity considerations into committee discussions

Terms of Service

- IRPE statewide representatives will serve a two-year term, as defined by the Statewide Representatives Committee terms of service. Representatives' ongoing participation will be confirmed each year.
- IRPE statewide representatives may be removed by The RP Group Board President with or without cause.

Travel Expenses

- When attending in-person committee meetings as an IRPE statewide representative appointed by The RP Group, if the sponsoring agency does not cover travel, representatives are eligible to have their travel costs reimbursed by The RP Group, including mileage, parking, tolls, airfare, shuttle/taxi fees, rental cars, pre-approved lodging, and meals.
- Please complete and sign an “RP Group Travel and Supply Claim Reimbursement Form” (find the current year form [here](#)) and email the completed form plus receipts to The RP Group Executive Assistant for payment. **Claims for reimbursement must be filed within 30 days of the date of travel or expenditure.** If reimbursement is filed beyond 30 days, The RP Group retains the right to deny reimbursement. The Executive Director or Director of Operations will verify whether the claim is an approved expense.
- Please be sure that your expenses fall within the following reimbursement guidelines:
 - IRPE statewide representatives are to keep their expenses within the guidelines and limits listed in the “**RP Group Travel Expense Limits**” (find the current limits [here](#)). If expenses are incurred beyond these limits, The RP Group retains the right to deny reimbursement.