MEMORANDUM

October 11, 2019

To: Minnesota State Faculty and Staff

From: Devinder Malhotra, Chancellor

Subject: Call for Chancellor’s Fellows—Deadline Extended

Two weeks ago, I shared the call that we were seeking to identify three (3) Chancellor’s Fellows that who would help us focus on developing systemwide frameworks and operational approaches on: Target Setting, Predictive Analytics, and Academic Equity Strategy.

I recognize the busy time of the semester and have extended the deadline for nominations or expressions of interest to October 28, 2019 by 12:00 p.m.

Eligible candidates must currently hold a permanent or on-going position in a Minnesota State college, university, or in the system office. This is a short-term, full-time systemwide leadership assignment for the period of January 1-June 30, 2020, with the ability to return to one’s previous position at the completion of this assignment. Chancellor’s Fellows are covered by the Minnesota State Administrator Plan (Administrator 8).

Expressions of interest should be accompanied by a letter, a resume or curriculum vitae, and the names of three references (who will not be contacted without permission of the candidate). In addition, candidates must submit the attached form with signatures from their immediate supervisor and president. Email all materials to: Renée Hogoboom, Chief Human Resources Officer – System Office at Renee.Hogoboom@MinnState.edu.

Fellows will be located in the Chancellor’s Office in downtown St. Paul with the option for limited telecommuting; some travel is anticipated. Relocation assistance may be available.
1. **Target Setting**

The Chancellor’s fellow will lead the development of a comprehensive and holistic approach for effective target setting for the system to provide more effective monitoring of the achievement of goals and minimize overlapping targets and the confusion resulting from similar, but not identical, targets set as part of multiple initiatives. Candidates must currently hold a permanent or on-going position in a Minnesota state college or university or in the system office. This is a full-time assignment for six-months (January-June 2020). The position reports to the Chancellor and will receive guidance and direction from Sr. Vice Chancellor Anderson and Chief Diversity Officer Pickett.

**Responsibilities include:**

- Lead the development of a Minnesota State framework for target and goal setting.
- Review national trends and evidence based practices and Identify key characteristics of effective goal setting.
- Review existing system and campus targets.
- Develop and lead the implementation of an approach to setting targets within the system that will foster participation and a commitment to developing strategies to achieve the goals.
- Identify key outcome and progression measures embracing a nuanced approach to equity.
- Identify additional expertise that may be needed and, as appropriate, convene workgroups to help inform the project.
- Work collaboratively with the Chancellor’s Fellows working in Predictive Modeling and Academic Equity Strategy.

**The ideal candidates will have the following professional qualifications and personal characteristics**

- Demonstrated effectiveness in leading complex projects
- Experience and expertise in leading the development and implementation of quantitative targets or goals in an organization
- Exceptional analytical and problem solving skills
- Demonstrated understanding of organizational theory and its application to higher education
- Demonstrated commitment to advancing and supporting collaborative diversity, equity, and inclusion projects
- Excellent oral and written communication skills, including the ability to write concise, clear, and well-written reports
- Master’s degree (Doctorate preferred, but not required)
Equity 2030
Chancellor’s Fellow
Responsibilities and Qualifications

2. Predictive Modeling

The Chancellor’s Fellow will lead the development of predictive models for understanding and driving equitable, quality outcomes for all students and develop a final product with an eye to building replicable frameworks that can be used or modified at the campus level. Candidates must currently hold a permanent or on-going position in a Minnesota state college or university or in the system office. This is a full-time assignment for six-months (January-June 2020). The position reports to the Chancellor and will receive guidance and direction from Sr. Vice Chancellor Anderson and Chief Diversity Officer Pickett.

Responsibilities include:

• Serve as the principal investigator in the development and testing of system-wide models to identify predictors of retention and other measures of student success and, as time allows, models to predict enrollment.
• Work closely with system and campus research staff. System office research staff will provide data, analytical and statistical support as needed.
• Identify additional expertise that may be needed and, as appropriate, convene workgroups to help inform development of the models.
• Review national trends and practices related to predictive modeling in higher education.
• Develop processes for replication and modification at the campus level.
• Develop a plan for system and campus maintenance of the models over time.
• Tie modeling efforts to implications for future work (e.g., NextGen and available analytics products and software).
• Work collaboratively with the Chancellor’s Fellows working in Target Setting and Academic Equity Strategy.

The ideal candidates will have the following professional qualifications and personal characteristics:

• Demonstrated effectiveness in leading complex projects
• Extensive experience in conducting quantitative research
• Exceptional analytical and problem solving skills
• Demonstrated skills in advanced statistical methods and modeling
• Understanding of higher education and factors impacting student outcomes
• Demonstrated commitment to advancing and supporting collaborative diversity, equity, and inclusion projects
• Excellent oral and written communication skills, including the ability to write concise, clear, and well-written reports
• Master’s degree in statistics, math or a related field (Doctorate preferred, but not required)
3. **Academic Equity Strategy**

The Chancellor’s Fellow will lead the development and scaling of student centered academic intervention models to help drive strategies to support completion and positive academic course outcomes for all students including those who have been traditionally marginalized and underrepresented in post-secondary education. Candidates must currently hold a permanent or on-going position in a Minnesota State college or university or in the system office. This is a full-time assignment for six-months (January-June 2020). The position reports to the Chancellor and will receive guidance and direction from Sr. Vice Chancellor Anderson and Chief Diversity Officer Pickett.

Responsibilities include:

- Develop strategies to advance culturally responsive teaching and learning models.
- Execute research and synthesize materials, data, and discussions to identify key insights and innovations to support favorable academic course outcomes.
- Review national trends and evidence based practices, policies, and key characteristics of effective equity minded teaching strategies.
- Provide project support to working groups including the scheduling, convening, and planning of meetings; creation of a sequential work plan; monitoring and ensuring timely progress.
- Work collaboratively with the Chancellor’s Fellows working in Target Setting and Predictive Modeling

The ideal candidates will have the following professional qualifications and personal characteristics:

- Demonstrated commitment to advancing and supporting collaborative diversity, equity, and inclusion projects.
- Direct experience with teaching and learning
- Demonstrated effectiveness in leading complex projects.
- Exceptional analytical and problem-solving skills
- Experience in conducting quantitative and qualitative research
- Understanding of higher education and factors impacting student outcomes
- Excellent oral and written communication skills
- Master’s degree (Doctorate preferred, but not required)