APPENDIX I
SCC Implementation Evaluation Staff
Interview Protocol

OMB Control Number: 1290 – 0043
OMB Expiration Date: 10/31/2025

[INTERVIEW fills out information below before reading the instructions]
Date:
Trewon Interviewer:
Begin Time:
End Time:

> Instructions below will be read first, and then the interview will be semi-structured. The interviewer will allow the conversation to guide the data collection, returning to the questions as a guide.

<u>Introduction</u>
Thank you for meeting with me today. My name is _____, and my colleague _____ and I are Research Analysts from Trewon Technologies, an organization supporting the Department of Labor. Your unique perspective and experience as a staff will significantly enrich our understanding of the implementation of the [SCC program], funded by the U.S. Department of Labor's Strengthening Community Colleges (SCC) Training Grant. This interview will last about 60minutes.

We are conducting a series of virtual interviews to collect feedback about the implementation of SCC-funded programs and to learn about your experience as a staff member in the funded program.

You first heard about the potential to participate in this interview when you read and signed the consent form and agreed to enroll in the implementation study. Your participation in this interview is voluntary—If you choose not to participate there will be no effect on you or your involvement with the SCC program.

With your agreement, we would like to record audio of this interview to ensure we accurately capture your insights. We will delete this recording after transcribing, verifying, and approving its content for accuracy. We will keep the information private and secure. You are welcome to ask for clarification on any questions during the interview and may pause or stop the recording or interview at any point. Is it okay if we record this interview? [INTERVIEWER get verbal consent and turn recording on]

During our conversation, anything you say will be kept private to the extent allowed by law. We will not use your name or any other identifying information when we report the results of our study. We won't share what you say with staff from the [SCC program]. If you do not feel comfortable answering a question, just let me know and we can skip that question and move on to the next question.

According to the Paperwork Reduction Act, a government agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 1290-0043 and the expiration date is 10/31/2025.

Do you have any questions before we begin?

INTERVIEW QUESTIONS:

1. Can you outline the key objectives and goals of the [SCC program name] and explain how its mission aims to increase equity and capacity for underrepresented groups in high-demand industries?
2. How have strategies or initiatives been implemented to attract and enroll students from underrepresented backgrounds? How has the program assessed the unique needs and challenges experienced by these students and tailored support services are provided accordingly?
3. Please tell us about your program's curriculum and training methods and how they align with industry needs and equity goals. Additionally, what mechanisms exist to gather

feedback from students, faculty, and employers regarding program effectiveness and areas for improvement?

4. How will the program track and measure the success of underrepresented students regarding graduation rates, job placement rates, and career advancement opportunities within high-demand industries?

5. What strategies does your program employ to promote inclusivity and belonging among students from diverse backgrounds?

6. Are there specific partnerships or collaborations with employers or industry associations that have played a critical role in program implementation? If so, could you describe these alliances and their impact?

7. How has the program addressed challenges or barriers to achieving equity and capacity-building goals in high-demand industries?

8. Are there examples yet of graduates of your program who have successfully transitioned into high-demand careers and made significant strides within their chosen industries?

9. Which resources or professional development opportunities exist for program staff to remain abreast of industry trends and best practices for supporting underrepresented students?

10. Which recommendations or enhancements would you suggest strengthening further the implementation and ability of this program to increase equity and capacity among underrepresented groups working in high-demand industries?

At the conclusion of the interview, the interviewer will read the concluding statement below:

<u>Conclusion:</u>

Thank you for your time and sharing your experience. Your feedback will provide valuable information for the implementation evaluation of the [SCC program].