APPENDIX K
SCC Implementation Evaluation Workforce Agency Representative Interview Protocol

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

Public reporting burden for this interview is estimated to average 60 minutes to complete per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the interview. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Chief Evaluation Office, 200 Constitution Ave NW, Washington, DC 20210, or email ChiefEvaluationOffice@dol.gov and reference OMB control number 1290-0043. **NOTE: Please do not send your questionnaire to this address.**

[INTERVIEWER 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 workforce agency 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 60 minutes.

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 workforce agency 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 explain the role of workforce agencies in providing advice and supporting the [SCC name of program] Program, especially regarding equity and capacity-building?
2. How has the workforce agency collaborated with the program to align its goals and initiatives with the workforce development needs of underrepresented communities in high-demand industries?
3. What strategies or recommendations has the workforce agency provided to enhance the outreach efforts of their program and increase enrollment among underrepresented groups?
4. Can you discuss any resources the agency has offered to support this program and its students?

5. How has the program benefited the agency?
6. Are you aware of any data collection and reporting mechanisms to measure and report progress and outcomes among underrepresented students participating in this program?
7. Have you encountered any challenges or barriers with the program, and if so, how have these been overcome?
8. Can you describe examples of successful strategies or initiatives implemented through collaboration between the workforce agency and program to support equity goals?
9. Can you describe the working relationship between workforce agency staff and the program to assist with program success?
10. How does the workforce agency coordinate between program graduates, job opportunities, and employers within high-demand industries?
11. Are there any lessons learned or best practices arising from collaboration between the workforce agency and program that could be applied to similar initiatives?
12. Looking ahead, does the workforce agency have any recommendations or advice for further enhancing program implementation, increasing equity, and capacity-building among industries with high demands?

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

Conclusion:

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