



GUIDED PATHWAYS STEERING COMMITTEE MEETING Minutes

Tuesday, March 10th, 2020

Note Location: ROOM 2-10

Regular Meeting: 2:30 – 4:30 p.m.

AGENDA ITEM	PRESENTER	PROCESS	TIME	KEYWORDS
Notetaker: Chris Rico		Action	Duration of meeting	
Communications Update	VPSS Perez	<p>Update:</p> <ul style="list-style-type: none"> -Updating GP website-filing/uploading/sharing -Eliminate multiple websites -Micah has done a few things; possibility of moving toward Drop box (not fully implemented) –similar to Google docs -Network activated shared drive folder: not for editing but for sharing only (archive and can be accessed remotely; can be deactivated/activated remotely) -Currently working on the website (working with Chris from ITS in updating website) -Lots of conversation of moving things online -Question for the GP CMTE: choose 1 of these options: <ul style="list-style-type: none"> • Drop Box • Network Shared Folder • SharePoint -Carol: recommended Shared Folder -David: we need to think on how to present information -Michael: How do we internally record our communication and how do we share and access information? 	5 minutes	“File sharing” Dropbox “Shared drive” Sharepoint

		<p>There needs to be a point person in archiving/sharing information</p> <ul style="list-style-type: none"> -Question about Drop Box availability: how soon is it going to be available? -Action taken by CMTE: approved to use Network Shared Folder 		
GP and Banner Update	Max Hartman	<p>Update</p> <ul style="list-style-type: none"> -Canada College Interest Areas are now available on CCC Apply -WebSMART: showed link 'Update Student Program of Study' –under <i>Choose New Educational Goal</i>, it is listed as 'Meta Majors' not as 'Interest Areas' -Carol: Most people know what Interest Areas are as opposed to Meta Majors -CCC Apply: listed 'Major Category' (not as Meta Majors/Interest Areas) -Carol: Questions-Can we include Interest Areas under the category on CCC Apply? -Recommendation by the GP CMTE: list it as <i>Meta Major/Interest Areas</i> (add 'Interest Areas') 	10 minutes	Interest Areas Meta Majors CCC Apply
Marketing, CRM and Guided Pathways Alignment	Megan Rodriguez-Antone and Marketing Team	<p>Discussion:</p> <p>What steps are needed for GP and CRM alignment?</p> <p>Possible launch of IA websites, marketing materials, RFI's, Program Maps by 4/24 (Reg. opens- summer '20)</p> <ul style="list-style-type: none"> -all Colleges have <i>Request for Information</i> (RFI) form (used to have Division information, but changed to Interest Areas) <ul style="list-style-type: none"> – Interest Areas option was already there before GP Interest Areas) Question: Are the content already in placed? -The GP CMTE will provide Interest Areas information to the Marketing Team -Next steps: Marketing will send 	20 minutes	RFI "Request for Information" Marketing "Consistent messaging"

		<p>content template to GP CMTE; template will then be used to provided requested Interest Areas information</p> <ul style="list-style-type: none"> -GP CMTE reviewed Skyline College’s Meta Majors website as an example -Making sure that messaging is consistent -Question: How often do we need to update this information on the website and template? We don’t have to update all the time but it can be updated on a regular basis. -Suggestion from Marketing Team: create a website to show all Interest Areas in one place; creating a 1-page postcard/handout that will complement the website -Karen: It is important to place the Program Mapper landing page to the Canada College Meta Majors page; incorporate design elements on the webpage -Manuel: It is important for members for Marketing Team to collaborate with GP Teams going forward -Marketing Team will try to send template to GP CMTE by end of the week 		
<p>Equity Framework Part 2</p>	<p>Diva Ward and Michael Hoffman</p>	<p>Discussion:</p> <p>What slide/concept resonated with you?</p> <p>How can we intentionally include an “equity-minded” framework in our Interest Area/Success Team development process?</p> <ul style="list-style-type: none"> -GP CMTE reviewed the ppt slides and went around to share what resonated with them -Continuous improvement model: a cyclical process for setting goals, identifying ways to improve, evaluating change and making change -Who will collect the data? Making 	<p>30 minutes</p>	<p>Equity “Continuous improvement model” “Equity Work” ACES “smaller group”</p>

		<p>sure we have equitable way to measure data? Equity work?</p> <p>-How would this work in the GP process?</p> <p>-Idea: continue to work with ACES in evaluating and measuring our equity process</p> <p>-Karen: piloting/scaling/implementing while addressing equity gaps</p> <p>-Michael: model in improving equity gaps; tying in equity-mindedness when we introduce new College programs/services</p> <p>-Mary: highlighted slide 3 – Inform, Prepare, Engage</p> <p>- Define Equity Terms: What does equity mean?</p> <p>-Define Equity Roles: Who will move the process? Make decisions? Evaluate?</p> <p>-Define Process: How and when will we evaluate our Equity focused work?</p> <p>-What does equity mean? Designed an equity action plan</p> <p>-Manuel: We need to define equity and talk about equity in every conversation we're in</p> <p>-David: we only have 4-5 meetings this semester; what can we accomplish or what should we be focusing on given the timeframe that we have?</p> <p>-Manuel/Marisol: continue the conversation as a GP CMTE and for co-chairs to bring the conversation to their respective IA workgroup meetings; perhaps creating a smaller group to further discuss equity</p>		
Interest Area Reports	GP Steering Co-Chairs and IA Co-Leads	<p>Discussion:</p> <ul style="list-style-type: none"> - Initial Impressions - Questions and Concerns - Recommendations <p>-<u>HB&C Interest Area Group</u>:</p> <p>-Data dashboard/data coaches</p> <p>-Defining timeline/Success Team responsibilities</p>	30 minutes	<p>“Data dashboard”</p> <p>“Success Team”</p> <p>timelines</p> <p>FYE</p>

		<p>-Group question: What level of feedback we're trying to give? Are we redefining positions?</p> <p><u>-Business IA Group:</u> -Focusing on FYE; not a good understanding of what FYE can include -Group question: What Business students need to help them succeed? -What can we do as a pilot for this semester? -We are having different conversation and there are some confusion</p> <p><u>-Art, Design & Performance IA Group:</u> -There are some deficiencies – not much faculty involvement -Group has been trying to engage more faculty through Division meetings</p> <p><u>-Science & Health IA Group:</u> -We are still figuring out what the landscape is as a College when it comes to IA -Defined Success Teams -Did an exercise on being a student (CCC Apply, Orientation, Placement, Counseling, Registration) -Mapped out the process and barriers that students will face throughout the process -Conversation on how to incorporate Success Teams in the student journey process</p>		
Interest Area Success Team pilot	GP Steering Co-Chairs, VPSS Perez, Karen Engel	Discussion: <ul style="list-style-type: none"> - What is the vision, objectives, and goals? - What work needs to be completed this spring and summer '20? 	20 minutes	
Fall '20 Release Time	VPSS Perez	Discussion: <ul style="list-style-type: none"> - What reassign time will be needed? 	5 minutes	

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ADJOURN

NEXT MEETING: March 24th, 2020 in Building 9, Room 123, 2:30-4:30