

GP Redesign College Process Project Meeting Notes

Meeting Date: 9/16/19 Meeting Time: 10:00 – 11:00 am Location: 9-123

Present: Margie Carrington (co-lead), David Eck (co-lead), Manasi Devdhar-Mane (International Student Program), Dina Zidan (Welcome Center/Matric Services), Ari Soler (Financial Aid), Yesenia Mercado (Financial Aid), Manuel Pérez (VPSS Office), Max Hartman (Counseling Services), Carol Liu (PRIE), Mayra Arellano (Outreach)

Торіс	Discussion/Outcomes
1) Review and Approval of	N/A – first meeting
Meeting Notes	
2) Discussion Items	
I. Define Scope of	Overview of BPA inquiry and focus for 18-19 provided:
Work/Charge of	- Identified barriers in application process
project	 Added apply to information on home page and updated Welcome letter and residency communications Mapped Dream Process (what could be)
	- Held retreat in June and developed first round of CRM communications (pending implementation)
	Discussed <u>current phases of CRM</u> as outlined on SMCCCD Website. Phase 1 aligns with current project timeline to address process improvements through October 31 (and ongoing)
	Business process improvement and alignment with CRM implementation and alignment across the other strategic priorities will be focus of this project team for remainder of year.
II. Setting Milestones	Milestones:
(short term/long	 Go live with CRM Phase 1 Recruitment (Mayra to confirm date)
term)	 Requested Outreach to pilot Career Assessment to high school seniors prior to scheduled Application Workshops at high school sites to assess impact on undecided verses informed major choice (fall 2019/spring 2020).
	 Draft Google doc and send out ahead of next meeting that aligns Dream Process recommendations with CRM phases – team to provide input (Margie will work with Dina to create doc)
	- Implement Program of Study alignment by college in CCCApply by end of September (District team)
	- Counseling team to draft CRM data dashboard elements (initial work to be completed in September)

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

III. Meeting dates, time & frequency	Decision to meet next week from 10:00 – 11:30 then decide from there if weekly or every other week
3) Other	All invited to stay for Counseling data dashboard meeting
4) Adjournment	11:00 am
Future Items:	Align Dream Process and TBD recommendations with CRM phases Decide regular meeting dates Assign Redesign team members to other strategic initiative project teams
Upcoming Meetings:	September 23, 2019 10:00 – 11:30 (location TBD at this time)

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