**Guided Pathways Leadership Taskforce**

Date: Monday, March 5, 2018 | Begin: 2:00–3:30 p.m. | Location: B237 | Recorder: Sara Sellards

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMMITMENTS** | | | | | | | | |
| **Date** | **Who** | **What** | | | | **Promised To** | | **When** |
| 2/5/18 | Sara | Invite Lisa Anh to the March taskforce meeting | | | | Dawn & Eboni | | 2/6/18 |
| 2/5/18 | Lisa Anh | Attend March taskforce meeting and share an example infographic | | | | Dawn & Eboni | | 3/5/18 |
| 2/5/18 | Subgroup Leads | Report updates at March meeting | | | | Dawn & Eboni | | 3/5/18 |
| 2/5/18 | All | Review David’s common definitions document, send him revision or definitions | | | | David | | 2/9/18 |
| 2/5/18 | David | Send out a short, succinct guided pathways progress update | | | | All | | 2/9/18 |
| 2/5/18 | Max | Pull together the subgroup leads for a meeting | | | | Dawn & Eboni | |  |
| 2/5/18 | David | Send Max the mashup of his definitions document, to be reviewed at the subgroup leads’ meeting that Max is organizing | | | | Max | |  |
| 2/5/18 | David | Schedule a communication meeting and invite Lisa Anh to participate | | | | Dawn & Eboni | |  |
|  | | | | | | | | |
| **Topic/Item** | | | **Facilitator** | **Allotted Time** | **Key Points**  **Provide 50 words or less on expected outcome** | | **Category** | |
| 1. **Follow up on previous commitments** | | | Dawn / Eboni | 5 minutes |  | |  | |
| 1. **Winter Inservice Update** | | | Sue | 5 minutes |  | | Discussion  Decision  Advocacy  Information | |
| 1. **Progress report on project timeline** | | | Max and project managers | 15 minutes |  | | Discussion  Decision  Advocacy  Information | |
| 1. **Coffee Chats** | | | Dawn | 10 minutes |  | | Discussion  Decision  Advocacy  Information | |
| 1. **Update from communication group** | | | David and communication group members | 20 minutes |  | | Discussion  Decision  Advocacy  Information | |
| 1. **Workgroup updates** | | | Subgroup Leads | 5-10 minutes each | Workgroups:   * Advising (Lead: Dustin) * Curriculum (Lead: Sue) * Pre-college pipeline (Lead: Darlene) | | Discussion  Decision  Advocacy  Information | |
| 1. **Review commitments and next steps** | | | Dawn / Eboni | 5 minutes |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Future Agenda Items Guided Pathways Taskforce Meetings** | | | | |
| **Topic/Item** | **Facilitator** | **Key Points**  **Provide 50 words or less on expected outcome** | | **Category** |
| Example Infographic | Lisa Anh |  | | Discussion  Decision  Advocacy  Information |
| Planning for the upcoming year and expectations of the groups |  |  | | Discussion  Decision  Advocacy  Information |
| **Upcoming Meeting Date** | **Start Time** | **End time** | **Location** | |
| Monday, April 2, 2018  First Monday of each month | 2:00 p.m. | 3:30 p.m. | B237 | |