**Guided Pathways Leadership Taskforce**

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

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| **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 |  |
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| **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[x]  Information |
| 1. **Progress report on project timeline**
 | Max and project managers | 15 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Coffee Chats**
 | Dawn | 10 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Update from communication group**
 | David and communication group members | 20 minutes |  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Workgroup updates**
 | Subgroup Leads | 5-10 minutes each | Workgroups:* Advising (Lead: Dustin)
* Curriculum (Lead: Sue)
* Pre-college pipeline (Lead: Darlene)
 | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Review commitments and next steps**
 | Dawn / Eboni | 5 minutes |  |  |

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| **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 |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  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, 2018First Monday of each month | 2:00 p.m. | 3:30 p.m. | B237 |