**Guided Pathways Leadership Taskforce**

Meeting Notes

March 5, 2018

2:00 – 3:30 p.m.

1. **Follow up on previous commitments**

Previous commitments were reviewed. One commitment was for Lisa Anh to attend this meeting to share her infographic. She will instead be coming to the April meeting.

1. **Winter Inservice Update**

Sue shared a brief update on Winter Inservice, which will be this Friday, March 9, from 2:00–4:00 p.m. Sue met with Dawn and Eboni to go over the draft agenda and she also went over it with the curriculum subgroup. It should be a fun meeting, with a crowdsource activity around the meta-major categories. Many people will participate in the presentation, including Dawn and Lisa Anh. Jarett will emcee and David will do a short wrap-up at the end. Sue will send out a Doodle poll to those that are presenting so that a meeting can be scheduled for Wednesday.

1. **Progress report on project timeline**

The four project managers—Max Wedding, Jaime Clarke (Pre-College Pipeline), Lisa Reynolds (Curriculum), and Dustin Bare (Collaborative Advising)—met to discuss creating an overarching master timeline for guided pathways as it relates to the four workgroups. This includes integrating the workgroup timelines together into one place along with what David had done and what the Title III group had worked on. Max and the workgroup project managers came up with some questions regarding the document:

* What do we want this document to look like/include?
* What’s the expectation for us to meet these goals?
* Who’s the audience for this document?
* What should our workflow be for review and sharing? PMs > Leads > GPTF?
* How should we name and share the scope creep for the four workgroups?

These questions were discussed. David shared that he believes there should be two timelines and two audiences – a detailed project timeline for the members of the leadership taskforce and a much broader general document for the overall college community. The college community wants to know what’s happening, but more specifically, how will this affect them.

Max discussed the question of who should own and shepherd the timeline, whether that be the project managers, one project manager that oversees guided pathways, David, or the taskforce as a collective. The document can certainly reside in Moodle for everyone in the taskforce to access, but who will be overseeing it when it comes to making updates or making sure that tasks are being completed. This lead to conversation around having a full-time project manager for guided pathways. Max said that he chatted with Jil and she suggested that it should be someone who has 40,000-feet knowledge, but also someone that can get down into the weeds.

**Commitments:**

* David committed to chatting with the deans and/or Joanne and Alissa about a solution to the project management issue
* Max and the project managers committed to sharing a draft of a draft document at the April 2 meeting

1. **Coffee Chats**

Dawn discussed the idea of taskforce members leading and facilitating informal coffee chats with their colleagues. The idea is to invite someone you already have a positive, collegial working relationship with and then invite that person to invite two others to have an informal conversation around guided pathways.

Sample guiding questions were shared:

* How familiar are you with Guided Pathways?
* What conversations have you had, if any, around how your work may change as a result of Guided Pathways?
* What questions do you have about Guided Pathways?
* What hesitations or concerns do you have?
* What, if anything, excites you about Guided Pathways?
* What would you like to know about Guided Pathways?
* What types of professional development or information sessions would you be most likely to attend regarding Guided Pathways?

The questions are intended to serve as prompts. Dawn shared that she reached out to Frank Corona and asked him to invite two others. He forwarded to the entire business department. This caused Dawn to realize she needed to be more structured in terms of the expectations. There is not an expectation to take notes during the chat, but it was advised that taskforce members should plan to jot down thoughts, topics, questions that emerge from the conversation and bring those back to the group.

Some hesitancy was expressed around how busy things are right now, people feeling overloaded. It was suggested that these coffee chats not occur until after Winter Inservice. This will be an ongoing thing and something that doesn’t have to happen this term. It will also not be a required activity. It was agreed that 45 minutes of the April 2 meeting should be carved out for a workshop around coffee chats.

**Commitments:**

* Sara committed to adding Coffee Chat Workshop (45 minutes) to the April 2 agenda
* Taskforce members commit to bringing names of individuals they plan to invite to coffee chats to the April 2 meeting

1. **Update from communication group**

David discussed the Guided Pathways, Vision and Glossary document.



It was noted that descriptions are missing for some of the workgroups. David asked that everyone live with the document for the next couple of days and if there are any items that they feel strongly about, send Lori an email so she can make adjustments. The idea is to make it simple and jargon-free.

It was shared that there should be an even simpler version of this document, such as a bookmark, to be given out at the coffee chats. This would be a great thing to just spread common language around. David liked the idea of a bookmark. Tara said she would connect with Lori on it.

The communication group discussed a set of activities – some of them are ongoing and some of them are individual. There will be quarterly updates at the Vice Presidents’ meeting, Presidents’ Council, Board meetings, ASG, and College Council. They discussed with Lori other methods of reaching out. Lori said that FYI Today isn’t really the best forum. Max asked if there are other ways to engage with students directly, beyond the quarterly ASG updates. It was suggested that the FYE group would work well for soliciting feedback, as they are a diverse representation of students. The student newspaper and ASG newsletter are other outlets. Tara pointed out that we’re still in a feedback stage right now with students, not a communication stage.

The open house concept was discussed, incorporating Harmony and Wilsonville. This could happen next term. We want to be out there communicating but not be overly optimistic about how many people will really want to come to an open house. In addition to the unit plan meetings that David is having with each instructional unit, David is also meeting with noninstructional departments.

The different levels of engagement were discussed:

* Faculty – quite impacted in terms of advising and curriculum – to the degree that we can, create buy-in moving forward
* College Services – making changes that will affect them, but won’t necessarily affect their day-to-day job – there are things that they can do to contribute to the model of making students feel like they belong
* Marketing – need to be pretty well-versed in guided pathways

Lori is going to create a graphic. The suggestion is to have a side-by-side comparison of the guided pathways model vs. the cafeteria model. The logo has been updated, incorporating tweaks based on feedback.



**Commitments:**

* Everyone committed to share their feedback on the Guided Pathways, Vision and Glossary document with Lori by March 9
* Tara committed to contacting Lori to inform her that the feedback will be due to her by March 9 – she will also ask Lori about the bookmark (we’d like to have the bookmark by the April 2 meeting)
* David committed to sending out a guided pathways update email update to all staff
* Sara committed to sending the notes from the March 5 meeting to David so that he can highlight important things for Lori to see
* David committed to sending Lori the highlighted notes from the March 5 meeting

1. **Workgroup updates**

Each of the workgroup leads provided a brief overview of what the workgroups have been up to.

**Advising**: Dustin shared that that are two drafts of milestones, broken down by cohort groups. The first meeting of the group will occur a week form this Friday. They’ve already identified the members, making sure that there is appropriate representation. Dustin shared that for fall term there were 683 students to 1 professional advisor. The workgroup will be sending out a survey to all faculty to assess the satisfaction, use, and confidence around advising with faculty. They are piloting mandatory advising with STEM – engineering students have had an advising hold on their account and required to meet with one of two advisors and develop an education plan prior to registering for spring term. As of Wednesday, all professional advisors will have been trained in Navigate – all faculty advisors were invited to the training. Dustin and Jennifer will talk with Lisa Anh about reviewing the EYES survey, making sure that the language is asked in a way that students understand.

**Curriculum**: Sue shared that they plan to get a lot of information on the meta-majors from Winter Inservice. Lisa shared that for curriculum mapping, they have finished phase 1 – all of the maps and responses are saved in Moodle. On the CTE side, they are moving forward with certificates – mapping existing certificates and working with administrative assistants to provide support on that. They are starting to get folks excited about areas that don’t currently have a degree associated, discussing what courses with their own discipline (and outside of their discipline) they would recommend as a core course.

**Pre-College Pipeline**: Darlene shared that the library has chimed in. They have their fifth meeting on Wednesday, where they will look at models of integrated instruction. They are looking at models in our region. By the end of spring term, the workgroup will have a recommendation for how to approach the pre-college pipeline.

1. **Review commitments and next steps**

The next Guided Pathways Taskforce Meeting is scheduled for Monday, April 2, 2:00–3:30 p.m.