**Guided Pathways Communication Workgroup Charter**

**Purpose**

To support the college’s guided pathways initiative and associated workgroups by communicating to and engaging with the college community; keeping staff and faculty appraised of initiative progress; and educating all employees of their role in guided pathways.

**Meeting Schedule**

* Initial 60-minute meetings once a month as a workgroup.
	+ Intent and focus: Review guided pathways timelines and determine messaging, mediums and timing.
* Additional meetings may be added during key milestones.
	+ Intent and focus: Determine engagement, messaging, mediums and timing for key milestones.

**Scope**

For duration of guided pathways implementation.

**Process**

Working with other guided pathways workgroups, develop, plan and implement ways to keep the college community informed and engaged during guided pathways launch. Group will consider a variety of ways to communicate with students, staff and facility, including, but not limited to:

* Website
* Email
* Social media
* Open houses
* Trainings
* On-campus events
* FYI Today
* CCC This Week
* President’s blog
* Informational handouts
* Videos
* Meetings
* Board of Education

**Relationship to Other Committees**

This workgroup exists under the Guided Pathways Task Force and works in conjunction with the Navigate, Curriculum, Pre-College and Collaborative Advising workgroups.

**Membership**

4-5 key communicators from across the college.

**Team Operating Principles**

* Commitment to monthly meetings
* Commitment to making equitable space on the team and in communications
* Full and active participation
* No judgments during brainstorming
* Follow through on commitments
* Respect
* Frequent communication and updates

**Commitment**

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| **Team lead** | **Department** |
| Lori Hall | College Relations and Marketing |
| **Project coordinator** | **Department** |
| Josh Aman | Tutoring |
| **Core team members** | **Department** |
| Kim Crane | College Relations and Marketing |
| Max Wedding | AFAC |
| Kara Leonard | Advising |