**Guided Pathways Leadership Taskforce**

Date: Tuesday, September 4, 2018 | Time: 2:00–3:30 p.m. | Location: B237 | Recorder: Jaime Clarke

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMMITMENTS** | | | | | | | | |
| **Date** | **Who** | **What** | | | | **Promised To** | **When** | |
| 7/2/18 | David | Sharing who is participating in November Institute | | | | All |  | |
| 8/6/18 | Jaime | Note-taking at 9/4 meeting | | | | Sara |  | |
| 8/6/18 | David | Sharing Tom Bailey article | | | | All |  | |
| 8/6/18 | David/ Lori | Look at budget to fund In-Service Timeline printing costs | | | | Max |  | |
| 8/6/18 | David | Create an IT ticket for a GP link on the Committee portal page | | | | All |  | |
| 8/6/18 | Kim Crane | Create an external facing web page for GP- check in with Nora and Carol, etc. | | | | All | Before in-service | |
| 8/6/18 | Nora | Check in with Jil on name tents for in-service | | | | All |  | |
|  | | | | | | | | |
| **Topic/Item** | | | **Facilitator** | **Allotted Time** | **Key Points**  **Provide 50 words or less on expected outcome** | | | **Category** |
| 1. **Follow up on previous commitments and updates** | | | Melissa/ Nora | 5 minutes |  | | |  |
| 1. **Meet the New Co-chair/ group introductions** | | | Melissa Padron | 5 minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **Nan Poppe and leadership monthly call check-in** | | | Sue, Nora and Max | 5 minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **Project management check-in (Timeline and task force oversight) Planning for upcoming year** | | | Carol and Max | 20 minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **Guided pathways webpage update** | | | Nora | 2 minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **Planning Oct 19th Pathways Workshop for Faculty** | | | David | 10 minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **In-service check-in** | | | Lori | 10 minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **Workgroup updates** (request for September meeting check-in w/ timelines) | | | Workgroup Leads | 20 minutes | * Advising (Lead: Dustin) * Communication (Lead: Lori) * Curriculum (Lead: Sue) * Navigate (Lead: Tara) * Pipeline (Lead: Darlene) | | | Discussion  Decision  Advocacy  Information |
| 1. **Review commitments and next steps** | | | Melissa | 5 minutes |  | | |  |

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