**Guided Pathways Leadership Taskforce**

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

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| **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 |  |
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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 and updates**
 | Melissa/ Nora | 5 minutes |  |  |
| 1. **Meet the New Co-chair/ group introductions**
 | Melissa Padron | 5 minutes |  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Nan Poppe and leadership monthly call check-in**
 | Sue, Nora and Max | 5 minutes |  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Project management check-in (Timeline and task force oversight) Planning for upcoming year**
 | Carol and Max | 20 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Guided pathways webpage update**
 | Nora | 2 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Planning Oct 19th Pathways Workshop for Faculty**
 | David | 10 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **In-service check-in**
 | Lori | 10 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  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)
 | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Review commitments and next steps**
 | Melissa | 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** |
| 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 |