**Pathways Charter Team Meeting**

**Monday, September 9, 2019**

**8-9:00am SC 118**

**Minutes**

1. **Members present:** Joann Chang, Monica Ketchum, Dubia Zaragoza, Lee Altman, Mel Parker, Jane Peabody, Nicole Harral, Martha Cordova, Marco Diaz, Cristina Gonzalez, Linda Elliott-Nelson, Mandi Soulliard, Reetika Dhawan, Julissa Fitts, Vanessa Natseway, Lori Stofft, Julia Howe, Moses Diaz deLeon, Ellen Riek
2. **Review Director of Guided Pathways position**

* Clarify reporting structure
* Emphasize development/promotion of marketing materials with Communications & Marketing (#5)
* Include regular meetings with DCs
* Concerns about overlap with AD of Scheduling
* **ACTION:** Ellen will send job descriptions for both positions (with highlighted changes to DoP) for virtual feedback. Revised version to Cabinet by Oct 1st, if possible.

1. **Review Template for Divisions**

* Lee shared updated AA AJS template
* Similar template will be developed to distribute to Divisions, to also include:
* Related careers/salaries
* Job market demand
* AZ Transfer link
* Complete transfer pathways for all existing local partnerships (Informatics as model)
* Final templates/career & pathways info to be posted publicly on AWC web (also like Informatics)
* Web pages to be jazzed up (more color/photos)
* **ACTION:** Ellen will draft template with additional requested info to circulate to Pathways team for review

1. **Identify point people for Taste of the Future (Weds, Oct 23rd, 3-4:15, 3C North)**

* Enriched Technology: Mandi & Ashley Mac
* OER: Joann
* Interdisciplinary Prog: Martha C
* Pathways: Lee & Cristina
* Wrap-around Services: Vanessa
* Data-driven Schedule: Marco & Nicole
* Guiding Principles: Monica
* PLA: [Maria A and/or Bertha—Martha C will confirm]
* HS Articulation: [Jennie B and/or Kathy O—Ellen will confirm]

1. **Reminder: Disaggregated Data Party (Fri, 9/27, 9-12, 3CNorth)**

* **ACTION:** Ellen will send email to share with faculty/staff for stipend or flex time

1. **Meta-major final draft**

* **ACTION:** Ellen will send to Pathways team for final approval prior to distribution to all faculty/staff

1. **Adjourned: 8:58am**

**Pathways Charter Team Meeting**

**Wednesday, August 14, 2019**

**10:30-11:30am SC 212**

**Minutes**

1. **Members Present**

Joann Chang, Lee Altman, Julia Howe, Lori Stofft, Monica Ketchum, Mel Parker, Bryan Doak, Marco Diaz, Linda Elliott-Nelson, Mandi Souillard, Nicole Harral, Elaine Groggett, Moses Diaz deLeon, Cristina Gonzales, Dubia Zaragoza, Leigh Loughhead, Sarah Berner, Allison Gilliland, Vanessa Natseway, Jane Peabody, Julissa Fitts, Ellen Riek

1. **Update on Next Steps from June 17 meeting** (attached)

* final suggestions for Majors for Matadors to Ellen
* final revision back to Pathways Team
* distribute to faculty & staff via survey, to include
* those involved in development
* brief statement about purpose of meta-majors
* vote options (approve, disapprove, abstain, comment)

1. **Plan for Disaggregated Data Party**

* Each table for Disaggregated Data Party includes
* Mixed group of SP objective team reps/SEP reps/faculty/staff
* 2-3 questions/data results (plus current KPIs and Fact Book)
* Guidelines for analyzing data/looking for gaps in success/identifying current SP/SEP efforts that could address gaps
* How to establish KPIs
* Share back KPIs, combine/revise as appropriate
* What questions do we still need to ask to address high-level KPIs (i.e., inventory to support increased enrollment)
* Schedule Town Hall to share back process & results with campus communities

1. **Taste of the Future**

* Tabled until next meeting

1. **Program Mapping Review & Must-Haves**

* Lee shared examples of Program Mapping for CTE (he will send template to share)
* Pathways Team will develop “must-haves” to accompany final agreed-upon program map template
* During 2019/20 academic year faculty in each Division will complete map for each potential transfer major in their area
* Marco shared cool mock Self Service map

1. **Next Meeting:** Monday, September 9th, 8-9am
2. **Adjourn**

**Pathways Debrief & Discussion**

**Monday, June 17, 2019**

**10-11am SC 212**

**Minutes**

**Present:** Vanessa Natseway, Shara Skinner, Jessica Carillo, Lee Altman, Julia Howe, Dubia Zaragoza, Mel Parker, Michelle Thomas, Moses DiazdeLeon, Lori Stofft, Marco Diaz, Joann Chang, Clarissa Monroy, Julissa Fitts, Angelica Gonzalez, Elaine Groggett, Jane Peabody, Monica Ketchum, Mandi Souillard, Bryan Doak, Allison Gillaland, Ellen Riek

1. **Key Takeaways** [AZ Center for Student Success Convening; CTE Visit to Yavapai; Technology objectives meeting; Assessment Conference]

* Many colleges just doing Pathways, not 18 additional SP objectives
* CTE launching 2 year Pathway for students; all FT faculty in July 2019 orientation; Lee A contact
* Meta-Majors: no “undecided”; don’t use “Meta-Major”
* Some programs can still “declare” (i.e., Ag Science)
* Importance of intentional, increased Advising
* Set-up online system (Self Service? LMS?) to create “holds’ at strategic times
* Success course embeds group advising
* Laramie CC model
* Adequate time to plan
* Admin leadership & executive support/involvement
* Personal outreach for buy-in & support
* Create Charter Team to take responsibility for next year of planning/implementation Fall 2020
* Create Consultants—specialists who assist but do not sit on Charter
* Ask the right questions of Data
* See #4 below
* Do college classes/certificates/degrees lead to employable/gainful skills
* Develop KPIs based on these data
* Is the College Ready for the Students (NOT Are the students ready for College)?
* Student Feedback/Guidance is critical; more than passive consumers (think James story); ask alum
* Students with an Academic Plan are more likely to succeed, especially if they take (3) high-interest courses early on
* Build Block Schedules/Academic Maps
* 2 years is optimal (1st year/semester aligns across Meta-Majors as much as possible)
* Include Summer, at least as option
* Add flags for intervention prior to key dates (drop/withdraw/next semester reg)
* Add key elements of Pathways (and related objectives/systems) to employee onboarding

1. **Integrate relevant Strategic Planning objectives for planning** (still separate teams)**/Fall 2020 launch**

* Data-driven schedule (Accessibility)
* OER (Accessibility)
* Wrap-Around Services (Accessibility)
* Guided Pathways (Accessibility)
* Dev Ed Curriculum in HS (Accessibility)
* Interdisciplinary Programs (Prosperity)
* Prior Learning Assessment (Prosperity)
* ILOs [now Guiding Principles for Learning] (Prosperity)
* LMS (Technology)

1. **Request Disaggregated Data** (including Kay McClenney’s Qs from AZCSS keynote below)

* How many students initiate contact but do not enroll?
* How many students are present on FTSE date but never complete college credit?
* How many students complete college-level gatekeeper courses (ENG/MAT) in their first year?
* How many students complete a full program educational plan by the end of their first term?
* How many students complete 3 courses in their program of study during their 1st year?
* How many credits, on average, do students earning an Associates accumulate?
* What % of students who need key support services  actually experience them?

1. **Suggested Next Steps/ Timeline (8 weeks)**

* Action Items [Ellen]:
* Contact Charter Team (confirmed & potential)
* Contact Consultants (potential)
* Request Data from IR
* Schedule *Disaggregated Data & Planning Party* (September 13th or 27th)
* Schedule *Taste of the Future* (October 23rd)
* Coordinate with SP Tri-Chairs for funding events
* Revise Meta-Major Draft

1. **Charter Team Develops Pathways Program Mapping “Must-Haves**” **(Fall 2019)**

* Establish non-negotiables for program maps
* Research program maps at other institutions
* Draft Program Map template
* Share with Planning Teams
* Revise
* Share with Cabinet
* Final Draft
* Final Approval

1. **Anticipated Technology**

* Self-Service
* Data-Driven Schedule
* Plan for infrequent classes (i.e., “as-needed” or “upon request)
* Flags (in SS and/or LMS)
* Micro: intervene for individual students’ success
* Macro: Plan/Predictive Analytics
* Educate about currently available tech via BB for at-risk students
* Work beginning on App (maybe Fall 2020?)

1. **Future Meetings (Summer/Fall)**

* Charter Team [start-up week]
* Meta-Majors Team [via email]
* Success Course Curriculum Team [early Sept]

**Charter Team (to date):** Vanessa Natseway, Shara Skinner (+student), Jessica Carillo, Lee Altman, Julia Howe, Dubia Zaragoza, Mel Parker, Michelle Thomas, Moses DiazdeLeon, Lori Stofft, Marco Diaz, Joann Chang, Clarissa Monroy, Julissa Fitts, Elaine Groggett, Jane Peabody, Monica Ketchum, Mandi Souillard, Bryan Doak, Allison Gillaland, Ellen Riek

**Confirmed:** November 15th: *Horizon Event 2.0*