MERRITT COLLEGE Office of the President Guided Pathways Meeting July 2, 2018 • 11:00 AM – 3:00 PM

Present: Samantha Kessler, Jason Holloway, Nghiem Thai, Doris Hankins, Mario Rivas, Marie-Elaine Burns, Syed Hussain Note Taker: Brandon Christian

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Formation of Core Team	Appointment of Faculty and Staff Leads Document shared from Thai and Kessler that outlines membership and responsibilities of core team, steering team, and pillar teams. Dr. Burns will make formal announcement of the following appointments:	 Holloway and Dr. Burns will formally make announcement to the core team appointees.
	 Classified Lead – Doris Hankins Faculty Lead – Stefani De Vito Project Manager – TBD Institutional Researcher – Samantha Kessler Administrative Lead – Jason Holloway 	
	Core team will determine steering committee membership. Core team will also look at budget and determine how and what budget lines will pay stipends. Steering committee will meet once a month. Funding has been allocated to cost center 651. Hankins will perform a combined assignment of GP Classified Lead, SWF, and BSSOT. Core team will take larger ideas and filter them out to the pillar groups and reflect on work accomplished at the end of the year. Defining Core Team Tasks	
	 Recruit and establish pillar teams (recruiting members and defining work of pillar teams – timeline currently is one year to complete key elements one and two) Establish communication (website, newsletter) Flex Day Activity 	2. Holloway will take over hiring of Project Manager and will check with HR to see if the applicants were applying for a full time or part time position
	Hiring of Half Time Project Manager Holloway will move forward with hiring half time Project Manager.	3. Holloway will follow up with Ann Elliot

Summer 2018 - Summer 2019 Timeline Key Element 1 (Cross Functional Inquiry) Major Activities Funding to Position needs to be determined Summer 2018 - Summer 2019 Timeline Key Element 1 (Cross Functional Inquiry) Major Activities Ocross team will determine steering committee membership. Image: Summer 2018 - Summer 0 - Crost team will determine steering committee membership. Image: Summer 2018 - Summer 201		Project manager will do work only pertaining to Guided Pathways.	to determine if project manager is being
Summer 2019 - Summer Develop a Guided Pathway Steering Committee membership. 2019 Timeline Develop a Guided Pathway Steering committee membership. • Core team will determine steering committee membership. • Core team will determine steering committee membership. • Transition from CEMPC to CIEC • Establish the Office of Institutional Effectiveness and Grants • Create meaningful data • Focus on data and GP at flex days and planning summits • Review results of outcomes assessment Key Element 2 Major Activities • Increase access to data • Understand the implications of data • Converse regularly about data • Promote a culture of inquiry • Pillar teams will ensure there is a culture of inquiry in the activities they conduct • Connect activities to results (i.e., KPIs) Establishment and Alignment of Pillar Teams to Participatory Governance Committees • Thai would like to align Pillar Team One (Clarify the Path) with CIC. They are able to help plan the direction and implantation of meta-majors. • Determination of how many meta-majors we offer will require campus wide involvement (conducting inquiry, "What does this look like") this work will be parformed this year and aligns with Key Elements 1 & 2 • Pillar Team Two (Entering the Path) aligns with SSSP & Equity Cormmittee, Technology Committee (different committees will focus on different elements to the pillar) • Need to get involvement from Student Services through participatory govern, meant to ensure effectiveness (SEP's, Stafrish, Assessment,		• Funding for position needs to be determined	hired out of GP money or BSSOT funding
Establishment and Alignment of Pillar Teams to Participatory Governance Committees > District num will determine steering committee membership. Fstablishment and Alignment of Pillar Teams to Participatory Governance Committees > Increase access to data * Converse regularly about data * Product and Big Pillar Team One (Clarify the Path) with require campus wide involvement (conducting inquiry, "What does this look like") this work will be performed this year and aligns with Key Elements 1 & 2 * Pillar Team Two (Entering the Path) aligns with SSSP & Equity Committee, Technology Committee (different committees will focus on different elements of the pillar) • Need to get involvement from Student Services through participatory govern, meant to ensure skills)	Summer 2018 – Summer	Key Element 1 (Cross Functional Inquiry) Major Activities	
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• Use focus groups to collect additional information that determines if the campus is completing the key elements	Alignment of Pillar Teams to Participatory	 Thai would like to align Pillar Team One (Clarify the Path) with CIC. They are able to help plan the direction and implantation of meta-majors. Determination of how many meta-majors we offer will require campus wide involvement (conducting inquiry, "What does this look like") this work will be performed this year and aligns with Key Elements 1 & 2 Pillar Team Two (Entering the Path) aligns with SSSP & Equity Committee, Technology Committee (different committees will focus on different elements of the pillar) Need to get involvement from Student Services through participatory govern, meant to ensure effectiveness (SEP's, Starfish, Assessment, Basic Skills) Use focus groups to collect additional information that 	work that aligns with the pillars as well as the key elements during this first year

	 in an effective and efficient way Pillar Team Three (Staying on the Path) aligns with Facilities Committee, H & S Committee, DE Committee (each committee will focus on different elements of the pillar) Will perform work surrounding the persistence of our students Use cohorts and learning communities to help students feel a sense of connection and support by college (i.e.: MAPS) On Pillar Team Four (Ensure Learning), work needs to be conducted around whether learning is really happening, might be aligned with SLOAC Involve ASMC to help determine if we are "ensuring learning" Pillar team should conduct a graduate survey that asks about program related outcomes (ask programs with a high number of graduates to participate in this survey – insert completing the graduate survey as a capstone in each program) Should involve companies that employ graduates and survey their skills/success in the job Form a relationship with CSUEB to coordinate a focus group that evaluates performance of Merritt transfer students 	 Reach out to CSUEB to create a focus group that evaluates Merritt transfer students and their success at a four-year university
Other Items to Consider	 Follow Up Meetings Meet weekly for the month of July (two hour meetings), Wednesday afternoons beginning July 18 Flex Day Activity 	 Conduct a campus wide Guided Pathways steering committee at the beginning of the semester to fill constituents in on the work that will be conducted/has been conducted
	 Core team will create a flex day activity Activity should provide insight on our "hard truths" (large loss of students in between Fall and Spring semester as well as other hard), provides an opportunity for campus to unite and see how we're driving students away and how we can correct this action with the new implantation of Guided Pathways	 2. Create a Guided Pathways website/newsletter/ add to campus wide communication "What's Trending Now" system (high priority) On our website, include language and goals that are honest and they will be

	 wheel of fortune, "did you know") that provides some of our hard truths and how we can correct this with GP Translate data of amount of students lost and how much the college is losing/the cost of students Guided Pathways Workshop on September 17 IEPI Guided Pathways will hold workshop on September 10 (http://iepi.cccco.edu/upcoming-workshops) 		able to understand ("do you know what guided pathways is?" "how does this relate to your goal", etc.)
	Guided Pathways Summer Institute		
	 Kessler shared handout that outlines College of Alameda'ss Guided Pathways Summer Institute We need the entire campus to come together on more occasions then just Flex Day to discuss Guided Pathways 		
Update Strategic Goals to Educational Master Plan	Thai provided handout that outlined PCCD Strategic Goals, Merritt College 2015-17 Goals, EMP Strategic Directions, EMP Basic Skills Goal, EMP CTE Goals, and EMP Transfer Goals (all in Merritt's EMP). During Spring 2018, good work was conducted re: Merritt Strategic Goals. We need to go back to EMP to align it with our new goals, and	1.	Burns will check in with CIEC and task them with this work. She will meet with co-chairs of this committee and create a sub group of individuals who will edit EMP.
	 with APU's coming up we need to determine if the programs goals align with our current Strategic Goals. We need to re-organize the activities and language in the EMP to match/define our Strategic Plan. A committee needs to be tasked with doing the work of updating 	2.	Share Strategic Goals formally at all major shared governance committees in Fall 2018 semester
	 our EMP with strategic goals so follow up work can be conducted on if we are meeting our strategic goals Work needs to be evenly spread among campus, not depend on the 	3.	Replace 'Strategic Directions' with Strategic Goals in EMP
	people who always conduct this workCIEC should take the lead on this	4.	Revise the timeline in EMP and examine how all of our plans come
	We need to determine the organization and activities surrounding reviewing the strategic goals and assessing their status and updating them in the EMP and how programs are notified of their success and short comings.	5.	together to form an EMP Change EMP name to Strategic Educational Master Plan
	• Timeline in EMP will need to be updated because we chose new strategic goals in Spring 2018		

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•	Rivas suggests conducting an activity that will formally present the goals and provide a structure during the Summer session and not in the middle of Fall semester Strategic Directions will be replaced with Strategic Goals	6.	We need to recruit more constituents to join this effort and conduct the work surrounding updating SEMP
	ill we align our goals with PCCD goals?	7.	Thai will work on a draft/outline of the
	e data to forecast our strategic directions, how much of the data o be updated/relevant?		key pieces that should be in SEMP and provide it to this group for
•	Kessler said we can add to this data, but has questions regarding how this will affect current EMP timeline? We need to add	0	discussion/review
•	Guided Pathways into EMP, do we add it now or in 2020? What is the difference between a Strategic Plan and an	о.	Follow up SEMP meeting will be held July 31, 2018 at 11 AM – 1 PM in Q- 311
	 Educational Master Plan? Strategic Plan is a part of campus wide Educational Master Plan, EMP outlines plans for all areas of the 		511
	college. CCCCO calls it an Educational Strategic Master Plan.		
•	We need to add framework for how each department and program is integrated on our campus		
•	There needs to be consistent documentation surrounding the rationale and reasoning behind changing EMP to Strategic Educational Master Plan		
	 Combining these documents will provide an opportunity for clarity among campus constituents This plan will serve until 2020 		
•	In the Strategic Educational Master Plan Use data presented by Kessler at Spring Strategic Summits 		
	• Activities in SEMP need to be as detailed as possible to show how we will assess strategic goals		
•	 Educational Master Plan needs to include: Facilities Plan, Technology Plan, Education Plan, and Strategic Goals 		

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