



Pillar 2: Guided Pathways Kickoff Meeting		
MINUTES FOR Friday, February 1, 2019	1:40 – 3 PM	COMM 102
Members Present:	Constantine “Dean” Papas, Angel Meraz, Martiza Fuentes, Mariana Zepeda, Elias Hernandez, _____, Liliana Casas, Lindsay Vance, Gary Ginther, Melissa Flora, Nadia Becerra (in place of Kristin Milligan), Florante Roa (present for the latter portion of the meeting), Daniel Martinez (also present for the latter portion of the meeting)	
Guest(s):	Kelly Hall, Christen Smith	
Recorder:	Dr. Lindsay Vance, Director Non-credit & ABE Programs	

AGENDA

1. Call to Order: 1:40 pm	
2. Introductions	
3. Select Team Recorder	
	<ul style="list-style-type: none"> • Recorder: Lindsay Vance
4. Discussion Items	
4.1. Create Team Norms – Dean Papas	
TOPICS DISCUSSED	<ul style="list-style-type: none"> • Discuss and share best experiences with committee projects • Discuss and share worst experiences with committee projects • Draft a set of team norms: <ul style="list-style-type: none"> ○ Healthy debate and open communication. Challenge ideas in a respectful and collegial way. ○ Identify clear needs/prioritize those needs, and center student needs when conducting planning activities. ○ Work from organized events and established timelines. ○ Assign tasks to individuals who are invested and included (members will take ownership of project and tasks—commit to participation) ○ Establish transparency and a process for sharing information within the group (email out information to the group) ○ Maintain and demonstrate mutual respect for others and for the purpose of this committee ○ Establish processes to ensure checks/balances ○ Set clear, achievable, realistic goals with an agreed-upon road map and regular checkpoints ○ Operate from complete assumptions and avoid “false” information ○ Attempt to capture all viewpoints and perspectives from a variety of stakeholders. Ensure all voices are heard. ○ Ensure that personal agendas and derailing is kept to a minimum. ○ Establish and maintain clear sense of leadership.

4.2. Select Co-Chairs & Discuss Charter – Dean Papas	
	<ul style="list-style-type: none"> • Selected Co-Chair: Angel Meraz • Discussed work at-hand – identifying team goals/products, identifying resources and personnel, and discussing what already exists. •
4.3. Discussion – Product/Goals	
TOPICS DISCUSSED	<ul style="list-style-type: none"> • Clarified charter and planning document. Suggested ways to break up some of the products/goals. • Suggestion to clarify first goal as “Support outreach as it relates to the matriculation process” to distinguish from general outreach and marketing efforts. • Each team member shared perspectives and experiences, especially their own experiences as students, counselors, administrators, and counselors. • Populated column B for several goals (see attached) • Started to discuss Column C for “Support Outreach”
5. Adjourned: 3:00 PM	

NEXT MEETING:
Friday, February 22, 2019
1:00-3:00 PM
COMM 104