Guided Pathways Steering Committee
Minutes for Friday, March 26, 2021

12:00 pm – 1:00 pm

Zoom Meeting

Meeting Participants

Committee Members Present

Amanda Phillips, Dean of Counseling; Angel Meraz, Counselor; Dr. Courtney Doussett, Lead Administrator; Donna Greene, FDC Chair/Designee; Jeff Baker, VP; Jorge Perez, Instructional Faculty (Gen Ed); Matt Wilson, Guided Pathways Coordinator; Dr. Oscar Espinoza-Parra, Dean of Enrollment Services; Sara Butler, Instructional Dean; Steve Holman, Instructional Dean, Dr. Veronica Daut, Counselor/Guided Pathways Coordinator

Committee Members Absent

Recorder
Mary Lou Marrujo

Meeting Minutes

1. Call to Order

Meeting commenced at 12:01 pm

2. Information/Discussion Items

2.1 GP Budget

- VP Baker reviewed the GP budget balances.
    - Actual unspent funds at this time - $469,993.13
    - The amount for salaries for permanent fulltime and part-time employees is already encumbered in the budget.
    - Not encumbered are the Instructional and Non-Instructional Adjunct or TEA type work that will be paid from the budget, e.g. the ongoing OER work.
    - We will be receiving another $120,000 in July.

- We need to verify the final expenditure date set by the Chancellor's Office.
- We initially allocated $70,000 to go towards the new website platform, but another source of funds was identified to cover the cost of the platform.
- Discussion ensued on the challenges while we wait for the new website platform upgrade. Angel suggested Starfish, a platform that is used for intrusive counseling, a really good tool to track the different resources that students are using on campus. (Description on Starfish website: "*Starfish is a system that connects each student to their instructional faculty, as well as, a completion team, comprised of their pathway Dean/ admin, department chairs for the programs in their pathway, counselor/ advisor, financial aid representative, data coach, faculty from programs within the pathway, etc.*" Many community colleges are using this platform in their Guided Pathways work, but it is very expensive.
- Amanda commented that they had not requested Starfish before because the college already has some of the modules in the Ellucian software. Other colleges chose Starfish over Ellucian. She suggested we see a demonstration of Starfish.
- Starfish also includes the SARS functionality, and some of the Qless modules we recently purchased. Starfish is more comprehensive.
- VP Baker stated he will work on making the upgrade of the website platform a priority.

2.2 GP Compensation

- Some of the co-chairs have brought up the suggestion of compensation for additional work performed outside of their responsibilities as co-chairs.
- Matt suggested we set-up a procedure on how to compensate the co-chairs for the extra research and work they perform for GP projects.
- VP Baker advised that administrators are not allowed any type of compensation.
- Veronica recalled that there has been some compensation for faculty through the TEA process for identified projects, e.g., the Academic Maps project that she completed.
- Courtney noted that there is precedence for compensation for co-chairs. There is compensation for the Accreditation workgroup co-chairs for their additional work.
- VP Baker concurred on compensation moving forward for additional work by the faculty on the Steering Committee.
- Amanda added that this would be for work above and beyond the already contracted two hours of committee work per week faculty are obligated to do.

- There are two different compensations being discussed:
  - Compensation for special projects, e.g., the Book Club, Lib Guide, Academic Maps. Compensation would be based on estimated hours of work at the lab rate for faculty.
  - Compensation for the faculty Pillar Co-Chairs.

2.2 Conclusion

- VP Baker recommended that the committee come back with a proposal for an agreed upon amount of compensation for the year for the faculty Pillar Co-Chairs.
- We will continue the practice of compensation through the TEA process for special projects; additional hours of work will need to be built into the proposals.

2.3 Classroom/Teacher Aid

- Matt discussed a project that he, Veronica, and Courtney are proposing for the last year of GP funds; a project that will hopefully be carried on institutionally—setting up a classroom teacher assistant program for students.
- Instructors would utilize students who have been successful in a previous class (content experts). These students would be compensated to assist teachers during their Zoom classes, and potentially assist with hybrid classes.
- They could be a resource for students who have questions. Provide additional study sessions, and outside central office hour type aspects.
- This would allow a better way for students to reach out to someone besides their teacher as a resource.
- They would be student employees embedded as teachers' aides in the classroom.
- Donna mentioned that Pillar III came up with a similar idea at their last meeting. Instead of an embedded tutor, it was a peer mentor—second year students. They would not be assigned to a teacher, but available to first-year students, or first-year plEDGE students. In addition to a faculty advisor and counselor, these first-year students would have a student mentor assigned to them to talk to them about clubs, campus life, the things they wouldn't necessarily discuss with their teacher.
- Amanda liked the idea of giving the aids a little bit of responsibility in the classroom, in addition to the role of being a resource for the students in the classroom.
- Discussion ensued on other models currently being used, some of the logistical challenges, and supervisory issues. There are still many more details that need to be worked. Today's purpose was to open the discussion and get feedback on the implementation of such a program.

- Matt will come back with a proposal.

2.4 GP Schedule Structure
- At the last meeting there was discussion on the challenge the Pillar teams are having working on some tasks during this virtual environment, and how many of the bigger tasks have been completed. In addition, the need to meet face-to-face is not needed as the ability to communicate via email is as effective to maintain and continue projects moving forward. At that time, VP Baker suggested that the Steering Committee reevaluate the current meeting structure.
- Matt, Courtney, and Veronica are recommending a new GP scheduling structure moving forward as follows:
  - Steering Committee – the second Friday of the month, 12:00 pm to 1:30 pm
  - General Session or Individual Pillar Teams – the second Friday of the month, 1:30 pm to 3:00 pm. The General Session and Individual Pillar Teams will alternate each month. During the General Sessions, everyone will go into breakout rooms to allow for collaboration between Pillars.
- Everyone concurred with this recommendation.

3. Adjournment

Meeting adjourned at 12:50 pm

Next Meeting

Friday, April 9, 2021

12:00 pm – 1:30 pm

Zoom meeting