

## GUIDED PATHWAYS PILLAR TEAMS

February 1, 2019

1:40 – 3:00 PM

### Minutes

Present: Dr. Oscar Espinoza-Parra, Zerryl Becker, Kim Dozier, Alison Airhart, Eddie Vaca, Jorge Perez, Robert St. Juliana, Gary Williams, Brian Thompson, Giselle Woo, Marvin Gabut, Beth Allan-Bentley, Prudence Chase, Dr. Daniel Martinez\*

\*Dr. Daniel Martinez is a member of multiple pillar teams.

The meeting began at 1:30 p.m. in room Comm 104.

- I. Brief introductions of members and welcome by Dr. Oscar Espinoza-Parra.
- II. Dr. Espinoza-Parra separated the pillar into two teams. Each team worked on their tasks, reported to the larger group, and included dialoged about the terms to add to each list respectively.

#### Creating Team Norms

- Team Members identified successful committee projects, and what can be done to ensure characteristics are consistent with projected pillar objectives as follows:
  - Communication – open/consistent
  - Commitment
  - Clearly defined Goals & Timelines
  - Actions items
  - Prepared to report to Group
  - Maintain Professionalism
  - Organization
  - Respect
  - Team building
  - Effective/Supportive Leadership
  - Value diverse opinions
  - Inclusively
  - Trust
  
- Team member's identified worst committee projects and reflect on negative aspects, and ensure they the characteristics are not repeated as follows:
  - Unattainable goals
  - Weak leadership
  - Lack of communication
  - Not open to new ideas
  - Lack of follow through
  - Unorganized
  - No "buy-in"
  - Lack of participation
  - Too much discussion, no action
  - Fear to voice opinions
  - No clear goals and timelines
  - Personal agendas (solos) take over committee
  - Not adapting the failures
  - No trust
  - Not taking a holistic view

- Lack of transparency
- No food!
  
- Draft a set of norms with team members' suggestions (to be published with minutes)
  - The following are the team norms set forth by Pillar 4:
  - Transparency in communication
  - Inclusivity
  - Patience
  - Respect each other & diverse opinions
  - Humble
  - Capacity to listen
  - Action production
  - Taking ownership
  - Ask questions
  - Be courageous
  - Clearly defined goals & timelines
  - Have food & fun!
  
- Select Faculty Co-Chairs

**Members unanimously selected Jorge Perez as Co-Chair**

B. Review Charter and provide response on template with the following questions:

1. Column A: Team Products/Goals

- **Committee completed column A (see attachment). Team will review work through google drive to ensure completion.**

2. Column B: Who needs to be involved with the work of this product/goal (other pillar teams, COD non-pillar members, etc.)?

- **Committee completed column B (see attachment). Team will review work through google drive to ensure completion.**

3. Column C. What resources (including other pillar team products/goals) need to be in place before work can begin on this product/goal?

**Not complete. The Pillar did not have sufficient time to complete task.**

4. Column D. Based on responses on columns A-C, rank priority/timeline of each product/goal using 1. Spring 2019, 2. Fall 2019, or 3. Spring 2020 to begin this work.

**Not complete. The Pillar did not have sufficient time to complete task.**

III. February 22 Meeting; Review responses from 3 C to develop detailed Action Work Plans with projected timelines from start to completion on projects through 2020.