

Guided Pathways Steering Committee – Debrief Session

	11:00 AM – 12:00 PM	COM 104
Members Present:	Jeff Baker, Kelly Hall, Amanda Phillips, Oscar Espinoza-Parra, Dean Pappas, Christen Smith, Donna Greene, Jorge Perez, and Veronica Daut	
Members not Present:		
Guests:		
Recorder:	Lynda Scott	

AGENDA

I. Call to Order – Christen Smith, Co-Chair at 11:00 AM		
II.		
DISCUSSION		
CONCLUSION		
III. Discussion Items A. Pillar Team Meetings – February 1, 2019		
DISCUSSION	<p>Pillar Team Chairs and Co-Chairs agreed the first meetings of the Guided Pathways pillar teams were extremely successful, noting great enthusiasm during the general meeting held prior to the break-out sessions. Team Chairs stated they shared excellent dialogue with their teams while working on the Team Planning Charts.</p> <p>Chairs noted the importance of identifying a starting point for team objectives recognizing timeframes for the multi-faceted GP work that will vary among the teams. The goal in completing the planning charts is to be able to identify work the Teams will prioritize and begin this spring, and to plan for needed input and resources needed for this work.</p>	
CONCLUSION		
B. Pillar Team Procedures		
DISCUSSION	<ol style="list-style-type: none"> 1. Co-chairs will be responsible for sending out agendas and minutes for their Teams’ meetings. 2. Minutes and Agendas – Current templates used by the college will be utilized by each pillar team. 3. Agendas to be posted 72 hours prior to meetings. 4. Minutes to be posted the following Tuesday by 5:00 PM. 5. Minutes “Follow-up/Responsible/Deadline” should be utilized by chairs to make requests from Guided Pathways Coordinator, Institutional Research, etc. 	
CONCLUSION	Christen and Kelly will post each set of minutes to the GP web site.	
FOLLOW-UP ITEMS		PERSONS RESPONSIBLE:
		DEADLINE
C. Pillar Team Planning		
DISCUSSION	Christen emphasized the products and goals of the charters are open to interruption, with each team determining what individual categories are most important.	

	<ol style="list-style-type: none"> Team Template Strategy – Chair and Co-Chairs will determine their own work format using Google Docs or CANVAS Shells to enable team members to work on projects in between meetings. Pillar Team Planning Chart – An additional template (attached) will be used for product goals that have been prioritized for spring 2019 and should be part of Feb. 22nd agenda if possible. 	
FOLLOW-UP ITEMS Chairs will notify Christen if they would like to have Canvas shells created for their team members.	PERSONS RESPONSIBLE: Chairs	DEADLINE

D. February 22 Meeting – Interact Report

DISCUSSION	Kelly stated the Executive Summary from Interact Communications has been received with the final report expected by mid-February. Christen and Kelly will present highlights of the report to the teams during the February 22 meetings.	
CONCLUSION		
FOLLOW-UP ITEMS Create and send out (Steering) PowerPoint ahead of Feb. 22 nd meeting	PERSONS RESPONSIBLE: Christen	DEADLINE

E. Guided Pathways Conference

DISCUSSION	Ready. Set. Design; a Guided Pathways conference is being held in Riverside March 10-11. All pillar team members are encouraged to send 4 member teams to attend. *Note, please send members who did not attend the same conference offered in Irvine in fall. Lynda Scott will handle the travel arrangements including travel claims, conference registration, and room reservations.	
CONCLUSION		
FOLLOW-UP ITEMS Chairs identify teams of 4 and notify Lynda Scott with each Pillar Teams' names following 2/22/19 meeting	PERSONS RESPONSIBLE: Chairs	DEADLINE 2/25/19 - 9am

Session Ended: 12:10 PM

Next scheduled meeting – February 22, 2019 – 12:00 PM

COMM Conference Room