



**Guided Pathways Pillar Two**  
**Minutes for Friday, October 25, 2019**

1:00-3:00pm

COMM 102

**Meeting Participants**

**Committee Members Present**

Angel Meraz, Counselor (Co-Chair); Dean Papas, Instructional Dean (Co-Chair); Gary Ginther, Library Director-As Needed; John Labiento, Instructional Faculty; Joseph Phil Parker, Instructional Faculty; Katie Chartier, Asst. Dir. Of FYE; Kristin Milligan, Director of Financial Aid; Liliana Casas, EDGE Outreach Specialist; Lindsay Vance, Dir. Of Non-Credit-As Needed; Mariana Zepeda, Counselor; Maritza Fuentes, A & R Specialist; Melissa Flora, Instructional Faculty; Terri Fleck, TASC Director/Designee; Visa Graves, Lead Financial Aid Specialist.

**Committee Members Not Present**

Alexis Gonzalez, Student; Ana Hernandez, Career Services Rep; Florante Roa, Dir. Of Sys. Management-As Needed; Jessica Dominguez, Student; Michael Harlow, IT- As Needed.

**Guest(s)**

Jenna Huntzinger, Special Programs Counselor

**Recorder**

Zoe Crawford

**Meeting Minutes**

**1. Call to Order/Roll Call**

Called to order at 1:03pm

**1.1 Public Comments**

- Joseph Phil Parker, Liliana Casas, and Visa Graves joined the app dev. task force.

## 2. Action Items

### 2.1 Approval of Agenda

- Katie Chartier motioned to add 3.2 Financial Aid TV Banner to agenda. Amended agenda approved.

### 2.2 Approval of 10-11-19 Minutes

- Minutes approved.

## 3. Information/Discussion Items

### 3.1 Review Bookstore Credit Template Discussion

- There is an email currently going out to students about using bookstore credit that is causing student confusion. They often don't realize the money is from their Pell grant or that they don't have to spend the money.
- The current email template is not made by Financial Aid, but Kristin would like to know what FA can do to improve it.
- Can a link be added to the email that explains bookstore credit? Or can Financial Aid send out a supplementary email to explain it more thoroughly?

### 3.1 Conclusion

- Student confusion about bookstore credit has prompted the need for better information. An explanatory link or separate email seem to be the best options, depending on whether the bookstore can change the current template.

### 3.1 Follow-up Items

### 3.1 Task of

### 3.1 Due by

Find out if the bookstore can amend email template. If so, bring new template to the team. If not, financial aid will draft an email to be shown to the team.	Kristin Milligan	11/8/19
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### 3.2 Financial Aid TV Banner Discussion

- A Financial Aid Videos tab has been created on the website based student worker feedback.
- The group voted on a new banner linking to the videos. Banner GA05 was chosen and will be changed to match the school colors.

### 3.2 Conclusion

- Banner GA05 was chosen by the team.

### 3.3 Break Out into Work Groups Discussion

- The website work group migrated to the app task force. We now have two work groups: Community Partnerships and Workshops/Career Exploration.

#### 3.3.1 Community Partnerships Discussion

- The team would like to create a SurveyMonkey to send out to high schools and adult schools themed around our contacts and major/career exploration. The information we are looking for is as follows:
- Who is our contact at each school? Who are our stakeholders? Does the school have any career/major exploration classes? At what grade do they have these classes? Any guest speakers or career fairs? Any workshops or college fairs? What are the challenges for counselors there? What do they wish they had? What do they wish we had?
- The group would like to develop a workshop to present to high school counselors at the Counselor Conference.

#### 3.3.1 Conclusion

- The Community Partnerships group would like to create a SurveyMonkey to inventory partner resources and a workshop to present to high school counselors at the Counselor Conference.

3.3.1 Follow-up Items	3.3.1 Task of	3.3.1 Due by
Lindsay Vance will create list of stakeholders for adult schools and send to Angel.	Lindsay Vance	11/8/19
Maritza Fuentes will create list of stakeholders for CTE and send to Angel.	Maritza Fuentes	11/8/19
Angel will being work on the SurveyMonkey	Angel Meraz	11/8/19

#### 3.3.2 Workshops/Career Exploration Discussion

- The team would like to explore the career assessment page and find out how much web traffic it receives.
- Possibly recruit students that have never used our career assessment tools and have them try Eureka. Then gather feedback.
- Can we revamp the COD to Careers webpage to include things besides CTE?
- Create a video about exploration that features former students, transfer students, faculty, and industry experts.

### 3.3.2 Conclusion

- The Workshops/Career Exploration team would like to find data on the career assessment page web traffic, get student feedback about Eureka, revamp the COD to Careers webpage, and create a video about career exploration.

<b>3.3.2 Follow-up Items</b>	<b>3.3.2 Task of</b>	<b>3.3.2 Due by</b>
Track down web traffic stats on the career assessments page.	Dean Papas Melissa Flora John Labiento	11/8/19
Check with George Brown and Prudence Bailey to see if changes to the COD to Careers webpage are possible/welcome. Possibly see if we could get funding for changes.	Dean Papas	11/8/19
Request use of COMM 105 again for next meeting.	Dean Papas	11/8/19

## 4. Adjournment

Adjourned at 2:55pm.

### Next Meeting

Friday, November 8, 2019

General Session 1:00-2:00pm

Communication Building – Room 111/112

Pillar Two Meeting 2:00-3:00pm

Communication Building - Room 105 (subject to change)





