



## **Guided Pathways Pillar Two Minutes for Friday, May 1, 2020**

Pillar Team Meeting 1:00pm – 2:00pm

Zoom

### **Meeting Participants**

#### **Committee Members Present**

Angel Meraz, Counselor (Co-Chair); Dean Papas, Instructional Dean (Co-Chair); Katie Chartier, Asst. Dir. Of FYE; Kristin Milligan, Director of Financial Aid; Liliana Casas, EDGE Outreach Specialist; Mariana Zepeda, Counselor; Maritza Fuentes, A & R Specialist; Melissa Flora, Instructional Faculty; Michael Harlow, IT- As Needed; Terri Fleck, TASC Director/Designee; Visa Graves, Lead Financial Aid Specialist.

#### **Committee Members Not Present**

Alexis Gonzalez, Student; Florante Roa, Dir. Of Sys. Management-As Needed; John Labiento, Instructional Faculty; Jessica Dominguez, Student.

#### **Recorder**

Zoe Crawford

### **Meeting Minutes**

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

Called to order at 1:03pm.

#### **2. Action Items**

##### **2.1 None**

#### **3. Information/Discussion Items**

##### **3.1 Checking In/General Discussion**

- The team pitched ideas of how Guided Pathways can help with the transition to COD's new online format.

- Michael Harlow suggests making Microsoft Teams for pillar work. It can be used for conversations, sharing documents, and can be split into different groups.
- We should restructure our projects to prioritize the online format.
- We should maintain our relationship with our K-12 partners and work with them to help incoming students with the online transition.
- If everything goes as planned, the new website should be live in the Fall.
- The counselors created a guided video on how to choose and register for classes. Perhaps we could do something similar for career exploration.
- The Financial Aid chatbot is seeing a large amount of online traffic.
- A platform with text messaging capabilities to support Financial Aid is key. The initial setup costs could come from Guided Pathways funding. Kristin will bring back a proposal for a support platform.
- Could we remove some of the text on the getting started page for clarity? Most of the information is required, but we could possibly reformat.
- A team will work on a plan to reformat the website. The team will consist of Mariana, Katie, Maritza, Angel, and Dean. Angel will set up the next meeting for this group.
- Maritza will check in with Curt to find out how much of the current information on the getting started page is essential.

### **3.1 Conclusion**

- Pillar Two will be refocusing their efforts to support the online transition by prioritizing projects that are relevant to online learning.
- Michael Harlow will create Microsoft teams to make our work more efficient.
- Perhaps a guided video could be made to help students with career exploration.
- Maintaining our relationships with our K-12 partners and working with them to help students transition online is a top priority.
- Financial Aid could use a platform with text messaging to help the transition. Kristin will come back with a proposal.
- Reformatting the getting started page could make it easier for students to navigate. A team comprised of Mariana, Katie, Maritza, Angel, and Dean will explore how to do that.

<b>3.1 Follow-up Items</b>	<b>3.1 Task of</b>	<b>3.1 Due by</b>
Create Microsoft Teams for pillar work.	Michael Harlow	Next Meeting
Bring back proposal for a text messaging platform to assist Financial Aid.	Kristin Milligan	Next Meeting
Set up a virtual meeting for the new website group.	Angel Meraz	Next Meeting
Check with Curt Luttrell to find out what information is essential on the getting started page.	Maritza Fuentes	Next Meeting

#### **4. Adjournment**

Adjourned at 1:50pm.

#### **Next Meeting**

TBA





