

Pillar 2: Guided Pathways Team Meeting		
MINUTES FOR Friday, March 15, 2019	10:00 am – 12:00 pm	COMM 113
Members Present:	Angel Meraz, Constantine “Dean” Papas, Daniel Martinez, Elias Hernandez, Florante Roa, Liliana Casas, Gary Ginther, Katie Chartier, Kristin Milligan, Lindsay Vance, Mariana Zepeda, Maritza Fuentes, Melissa Flora, and Terri Fleck	
Recorder:	Lindsay Vance, Director, Non-Credit and Adult Basic Education Programs	
AGENDA		
1. Call to Order/Roll Call: 10:05 am – Facilitated by Dean Papas and Angel Meraz		
2. Action Items		
2.1 Discuss the Structure and Composition of the Committee		
DISCUSSION	Dean moved (Terri seconded) to add a new discussion item: Discuss the structure and composition of the committee.	
CONCLUSION	Include positions to represent financial aid, faculty (English), the Career Workforce Solutions Center, and more students in a different phase of their educational journey.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.1.2 Review Math and English Departments		
DISCUSSION	Ideas on ways to make documents more user-friendly for the prospective/current student.	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.2 Review Various College Websites and Tools		
DISCUSSION	Various college websites were examined to understand how other campuses are were designing their self-guided placement tools. The team looked at tools from CSUS, Santiago Canyon College, Ohlone College, and Santa Ana College.	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.3 Small Group Discussion of Various Placement Tools		
DISCUSSION	<p>Group 1 Key Points</p> <ol style="list-style-type: none"> 1. Video: but short (under 2 minutes)-distribute in multiple formats such as facebook live, instagram live, live chats. Student ambassadors can also roll this out 2. Smart Survey in Canvas, linked in webadvisor such as the orientation link 3. Tie outcomes to students: are they using the tool, is it valid 4. Students should have access to print or screenshot results 5. <p>Group 2 Key Points</p> <ol style="list-style-type: none"> 1. Video (done by student) 2. Progressive survey: if yes, then this happens. Live in canvas or webadvisor but also somewhere else where people who are not students can access 	

	<ol style="list-style-type: none"> 3. Print results and automated email 4. Results pre-populate into student planning tool 5. Indicate course numbers and descriptions with student friendly language 6. Tracking information so that a counselor can view information before a student appointment 7. Directions on what should happen immediately after self-placement tool is taken 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.4 Large group Discussion of Various Placement Tools			
DISCUSSION	Next Steps: 2 groups at next meeting One group will focus on video content One group will work on smart survey		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. Meeting Adjourned at 12:00 pm			

NEXT MEETING:

Friday, April 5, 2019

1:00-3:00 PM

Communication Conference Room