

### Guided Pathways Steering Committee Meeting

March 15, 2019	12:00-1:00 PM	COMMUNICATIONS Conference Room
<b>Members Present:</b>	Kelly Hall, Co-Chair, Christen Smith, Co-Chair, Amanda Phillips, Oscar Espinoza-Parra, Dean Pappas, Christen Smith, Donna Greene, Jorge Perez, and Veronica Daut	
<b>Members not Present:</b>	Jeff Baker	
<b>Guests:</b>		
<b>Recorder:</b>	Lynda Scott	

#### Action Items Call to Order – Christen Smith, Co-Chair at 12:00 PM

<b>I. Approval of the Agenda</b>		
<b>II. Approval of the February 22 Minutes</b>		
DISCUSSION		
CONCLUSION	Minutes approved as submitted	
<b>III. Information and Discussion Items</b>		
<b>A. Updates from Pillar Teams</b>		
DISCUSSION	<p><b>Team One:</b> Decision to move forward with META majors and conduct data collection (survey) at all campuses, with the possibility of providing food, raffle prizes, etc. to generate participation. Data collection would include from students, faculty, and staff. Proposed budget presented for consideration to conduct the surveys.</p> <p><b>Team Two:</b> Researched other community college websites and options provided to students. Student options, tracking availability, and self-placement tools when searching Guided Pathways website.</p> <p><b>Team Three:</b> Has discussed the importance of having communication with students and faculty. Numerous resources are currently available, but students and staff are unaware. How is the information communicated, and what can be done to improve the processes?</p> <p><b>Team Four:</b> The team hopes to accomplish their spring 2019 goals and have formed three sub-groups consisting of, a. <i>Assessment</i> b. <i>Cost Effective Textbooks</i> 3. <i>Work Experience, Internships, Career Advancement</i>. GE Certificate</p>	
CONCLUSION		
<b>B. Funding Request Process</b>		
DISCUSSION	A sample <i>Funding Request</i> form was shown to members for their input. The form would be used for Guided Pathways professional development activities, including attendance to conferences and seminars, and would include a <i>Funding Narrative</i> providing information pertaining to the activity, i.e. benefit to students, sharing activity information with colleagues.	
CONCLUSION	Members want to move forward with this effort.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSONS RESPONSIBLE:</b>	<b>DEADLINE</b>
The form will be updated for future review and consideration.	Kelly Hall	

### C. Guided Pathways Vision, Changing a Campus Culture

DISCUSSION	The Inland Empire Guided Pathways Summit attended by Steering Committee members offered insight to rethinking a college infrastructure toward Guided Pathways success. Discussion to hold a retreat focusing on several important topics for beginning Guided Pathways programs could include: increase data literacy and usage, strengthen existing decision-making structures, and increase access to colleagues and resources. The committee members strongly support the concept of a retreat. Logistics and timeframes for the remainder of spring 2019 will move this effort to summer or fall, 2019.	
CONCLUSION	Steering Committee will continue planning efforts for this project.	
FOLLOW-UP ITEMS:	PERSON RESPONSIBLE:	DEADLINE: Dates provided by

### D. Two Year Draft, due April 30, 2019

DISCUSSION	Christen provided the committee members with a copy of the Guided Pathways Essentials Practices that is utilized for planning and tracking purposes.	
CONCLUSION	Christen and Kelly will bring the first draft to the April 26 Steering Committee meeting for review.	
FOLLOW-UP ITEMS:	PERSON RESPONSIBLE:	DEADLINE: Dates provided by

### E. Pillar Team Schedule 2019-20

DISCUSSION	Christen discussed meeting days and time options for the pillar team's consideration. Team Chairs and Co-Chairs were asked to survey their teams. It was noted that Friday meetings of Guided Pathways have been well attended, and currently do not interfere with the many other campus groups and committees.	
CONCLUSION	Pillar Team Chairs to review possible meeting schedule changes with their teams.	
FOLLOW-UP ITEMS:	PERSON RESPONSIBLE:	DEADLINE: Dates provided by

Meeting Adjourned 1:00PM  
 Next scheduled meeting – April 5, 2019  
 COMM Conference Room