



Guided Pathways Pillar Steering Committee

Minutes for Friday, September 6, 2019

8:30-10:30 am

CSSC Conference Room

Meeting Participants

Committee Members Present

Angel Meraz, Counselor; Amanda Phillips, Dean of Counseling; Christen Smith, Faculty Coordinator (Co-Chair); Courtney Doussett, Instructional Dean; Dean Papas, Instructional Dean; Donna Greene, FDC Chair/Designee; Jeff Baker, VP Student Services (Co-Chair); Jorge Perez, Instructional Faculty (Gen Ed); Oscar Espinosa-Parra, Dean of Enrollment Services; Veronica Daut, Counselor

Committee Members Not Present

Jorge Perez

Recorder

Zoe Crawford

Meeting Minutes

1. Call to Order/Roll Call

Called to order at 8:37 am. Introductions made.

2. Action Items

2.1 Approval of Agenda

- Approved by Dean Papas, seconded by Angel Meraz.

2.2 Approval of May 17, 2019 Minutes

- Approved by Oscar Espinosa-Parra, seconded by Donna Greene.

2.3 Approval of August 14, 2019 Minutes

Approved by entire group.

3. Information/Discussion Items

3.1 Steering & Pillar Team Meeting Formats Discussion

How do we want to run general sessions and pillar team meeting? How do we stay connected?

3.1.1 General Session 1:00-2:00 Discussion

- Dean Papas suggested a more loosely structured general session on occasion; allowing members to socialize and discuss pillar projects more casually before the proper session.
- Vice President Baker emphasized that we want data to be at the forefront for general sessions. We have the data, now we need to find how it fits into the bigger picture. The pillar teams should be guided by a single goal but allowed creativity in pursuing it.
- 2nd Fridays will be an hour of general session and then an hour of pillar meetings.
- Co-chairs will report out to the whole group during general session for at least 10 minutes.
- Members of different groups will be able to mix for at least 10 minutes.
- The first meeting will have a presentation from VP Baker and Christen Smith about driving our decisions with data and the big picture moving forward.

3.1.1 Conclusion

- It was decided that pillar co-chairs would report on their pillar's projects at each general session and time will be built in for members to interact with other Team members.

3.1.2 Pillar Teams 2:00-3:00 Discussion

- 4th Fridays will be dedicated solely to pillar team meetings.

3.1.3 Staying Connected Discussion

- VP Baker recommended that the co-chairs keep a running log of questions from campus, as well as a running log of up-to-date pillar activity.
- Christen Smith suggested creating a OneDrive file that all co-chairs could access and update with lists of team projects.
- Donna Greene suggested an option to submit questions on the Guided Pathways website (email rather than a discussion board). Angel Meraz added that there should be a frequently asked questions section.
- Oscar Espinosa-Parra noted the possibility of a monthly townhall open to the public, possibly a lunch or evening meeting. Something would need to be arranged at the Indio and Palm Springs campuses as well.

3.1.3 Conclusion

- It was agreed that a OneDrive file is a good way for co-chairs to keep a running record of pillar projects and tie to Ed Master and Strategic Goals.

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3.1.3 Follow-up Items	3.1.3 Task of	3.1.3 Due by
Create a OneDrive file for pillar co-chairs and input last year's projects and then co-chairs will input moving ahead	Christen Smith	
A place to submit questions will be added to the Guided Pathways Webpage and those will go to a Guided Pathways email	Lynda Scott & IT	

3.2 Pillar Team Goals for 2019-2020 Discussion

What should the theme of the overarching goals be? What are the goals for the year? What will spur conversation at the pillar level?

3.2.1 Overarching Guided Pathways Focus for COD Discussion

- Donna Greene suggested more involvement from classified staff, as well as creating some top of the mind awareness. Create a campus community.
- VP Baker stated that a summary of our current data outcomes should be used to set a goal and each pillar can decide how to help the final goal.
- Oscar Espinosa-Parra noted that Guided Pathways should have unified, recognizable branding across campus i.e. a Guided Pathways logo.
- Veronica Daut suggested more focus on program mapping as a main goal. This led into a discussion about unit completion as a broad goal.

3.2.1 Conclusion

- Christen Smith and VP Baker will discuss unit completion as a goal in the first general session.

3.2.1 Follow-up Items	3.2.1 Task of	3.2.1 Due by
Christen to send Interact report to Courtney Doussett	Christen Smith	

3.3 September 13 Agenda Discussion

- Summary of Guided Pathways.
- Theme for this year.
- Recap of work last year.
- Lead into unit completion.

3.3.1 Pillar Teams Discussion

- Christen Smith will likely join pillar 4 after the general session.

3.3.1 Follow-up Items

3.3.1 Task of

3.3.1 Due by

Christen to connect with pillar 4	Christen Smith	9/13/19
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3.4 Faculty Co-chair Stipend Discussion

- Faculty stipend will be the traditional lab rate.
- Not to exceed 160%.
- Non-institutional load sheets are a possible way to keep track.
- Project stipends will be initiated by co-chairs and approved by VP Baker in advance.

3.5 Guided Pathways Fund Approval Project Discussion

- If a pillar project is approved, the Pillar co-chairs will monitor expenses and track.
- Pillar projects will need approval from the Steering Committee.
- VP Baker will create a way to track the budget.
- Budget to pay faculty for a project needs approval from VP Baker.

3.5 Conclusion

- Project proposals will go to the Steering Committee. Stipend approvals will go to VP Baker.

An excel or other tracking document will be created for monitoring project and or stipend expense	VP Baker	
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3.6 Guided Pathways Student Worker Project Discussion

- Student workers are evaluating sections of the COD website through the student lens.

3.6 Conclusion

- Student feedback should be presented to the Steering Committee by the students. Programs are needed to volunteer for evaluation.

3.6 Follow-up Items

3.6 Task of

3.6 Due by

Look for volunteer programs for evaluation.	All co-chairs	
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3.7 COD Website Discussion

- The website needs to have accurate and up-to-date information.
- COD is interested in using the Bakersfield software, but it doesn't currently meet accessibility standards.

3.7 Conclusion

- Everyone needs to take responsibility to keep the website current and accurate.

4. Good of the Order

- There is a Desert Sun article about DACA with two of our students.

5. Adjournment

Adjourned at 10:03 am.

Next Meeting

Friday, September 13, 2019

12:00–1:00 pm

Communication Conference Room