



Guided Pathways Pillar Steering Committee

Minutes for Friday, September 27, 2019

12:00-1:00pm

COMM Conference Room

Meeting Participants

Committee Members Present

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

Committee Members Not Present

Courtney Doussett, Instructional Dean

Recorder

Zoe Crawford/Christen Smith

Meeting Minutes

1. Call to Order/Roll Call

Called to order at 12:07pm.

2. Action Items

2.1 Approval of Agenda

- Agenda approved.

2.2 Approval of 9/13/2019 Minutes

- Minutes approved.

3. Information/Discussion Items

3.1 General Session Planning Discussion

Explain the funding request process for Guided Pathways, as outlined below:

- Requests will come from co-chairs of committees, including Steering.
- Steering will decide whether to approve the request.

- A person not on a pillar can bring an idea to a pillar team, but requests should ultimately come through committees and from co-chairs.

3.2 Guided Pathways Efforts We Want to Support Moving Forward

Discussion

We will need to put together proposals using the funding request form for any work moving forward.

3.2.1 App & Website Discussion

- A student app is a short-term goal that could connect students with support services and map them to locations on campus.
- Supporting a new website platform tied to Guided Pathways is a long-term investment.

3.3 Pillar Updates Discussion

- Co-chairs found the general session helpful to the productiveness of their pillar teams.
- Jorge Perez suggested occasionally holding a session at Indio campus to bring the college to the community.
- Donna Greene expressed interest in an app for Pillar 3's goals, and recommended modeling after an app called "Aunt Bertha."

3.3.1 Guided Pathways Project Form Discussion

- When we support a project, we need to be able to tie it back to the outcomes.
- Funding should be encumbered until it is spent for budget reporting.
- Dr. Martinez is currently reviewing the project funding form to ensure that outcomes are tied to institutional goals.

3.3.1 Conclusion

- Steering should have the final say in funding, but also report results back to the pillar teams.
- The team will present a project to one of its co-chairs, the co-chair will fill out the funding form and submit it to Steering.

3.3.1 Follow-up Items	3.3.1 Task of	3.3.1 Due by
Verify funding form is not available on the COD website. Resend the form to Steering members once Dr. Martinez has approved.	Christen Smith	10/11/19

3.3.2 Guided Pathways Project Report Discussion

- We don't currently have a project report form.

- We want to relate projects back to the Strategic Plan Goals and Ed. Master Plan Goals.
- Christen Smith suggested either creating a report form or giving an oral report at general session about what a project has accomplished.

3.3.2 Conclusion

Chairs will document the outcome of their pillar’s project as outlined below using criteria from the funding request form:

- “What data and process assessed the effectiveness of the project? Did you measure the outcome?”
- Provide the spent budget with the help of Vice President Baker’s office.
- Provide a written report in simple form.
- Provide an oral report at general session.

3.3.2 Follow-up Items	3.3.1 Task of	3.3.1 Due by
Send out the Strategic Plan, the Ed. Master Plan, and how the Guided Pathways Steering Projects and Accomplishments relate to them to all chairs.	Christen Smith	10/11/19
All chairs are to review their pillar’s section of the Guided Pathways Steering Projects and Accomplishments document.	All Chairs	10/11/19

4. Future Agenda Topics (optional)

- Student Support Team
- Professional Development
- Timeline for Mapping Completion
- Meta-Majors Next Steps

5. Adjournment

Adjourned at 1:00pm.

Next Meeting

Friday, October 11, 2019

Steering Meeting 12:00pm – 1:00pm

Communication Building – Conference Room