



GUIDED PATHWAYS PILLAR TEAM III

MINUTES FOR FRIDAY, March 15, 2019		1:00 – 3:00 PM	Communications building, Room 103
Voting Members Present:	Christine Schafer, Claudia Derum, Curt Luttrell, Daniel Mayo, Donna Greene (Co-Chair), Florante Roa, Jenna Huntzinger, Leslie Young, Louis Lasarte, Paulina Rodriguez, Tiffany Abeytia		
Non-Voting Members Present	Leslie Quinones		
Members not Present:	Carlos Maldonado, Daniel Aucutt, Jeff Baker (Co-Chair), Jermaine Cathcart, Kurt Struwe		
Recorder:	Mary Lou Marrujo		

AGENDA

1. Call to Order/Roll Call (1:00 p.m.)			
2. Action Item(s)			
2.1 Approval of Agenda			
DISCUSSION	None.		
CONCLUSION	Agenda approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 Approval of Minutes			
DISCUSSION	None.		
CONCLUSION	Minutes of March 1, 2019 approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. Information/Discussion Item(s)			
3.1 Review and Update Pillar III Charter			
DISCUSSION	Add Public Information Officer to the Pillar III Team. The Steering Committee has recommended to add more students to each Pillar Team—a minimum of four. Kelly Hall is working on assigning student workers to each Pillar as work study jobs for them.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 Work on Action Plan			
DISCUSSION	At a previous meeting this team decided to focus on <i>communication</i> . Today the team broke up into small groups to brainstorm on communication strategies. What are we doing well and what can we improve? IDEAS <ul style="list-style-type: none"> • Electronic (E) newsletter <ul style="list-style-type: none"> ○ Central location for all announcements 		

	<ul style="list-style-type: none"> ○ Weekly E newsletter that pushes out to student portal, monitors, social media, etc. ○ A link to E newsletter should be on every webpage you open. ○ Every monitor throughout the district should be scrolling the same announcements. ○ Announcements in Chaparral and KCOD. ○ Add/set-up archive for references ○ Tie content to Canvas ○ Managed by PIO (Public Information Office) ● Utilize Canvas more <ul style="list-style-type: none"> ○ More training on Canvas during orientation ○ Events ○ Opt-in news and events ○ Emails from faculty to students with information, i.e. class announcements ○ Canvas tech support for students at COD ● Help desk for students that is staffed <ul style="list-style-type: none"> ○ Help getting on Wi-Fi ○ Reset passwords ○ How to log into their COD email ○ Information on resources ○ Canvas tech support ● Automatic listserv <ul style="list-style-type: none"> ○ When students set their major, they are automatically placed on a certain listservs. ○ This listserv can branch off into other specific listservs. ○ Students can opt-in and opt-out of listserv.
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Invite Laurilie Jackson, KCOD and Chaparral advisor, to next meeting to discuss ideas on E Newsletter and joining Pillar III Team.	Donna Greene	
Invite someone from PIO office to join Pillar III Team.	Donna Greene	

5. Adjournment: (2:38 p.m.)

NEXT MEETING:
Friday, April 5, 2019 – 1:00 -3:00 p.m.
Communication building, Room 103