Guided Pathways Steering Committee Meeting Minutes

Date: December 6, 2023

Time: 9:00 am - 11:00 am

Meeting start time: 9:05 am

Attendees: Dr. Vaniethia Hubbard, Dr. Gregory Toya, Dr. Jeffery Lamb, Dr. James Kennedy, Tanisha Burrus, Claire Coyne, Christina Wagner, Sara Vu, Helen Barriere, Amberly Chamberlain, Madeline Grant, Dr. Madrigal, Carrie Patton, Chantal Lamourelle

1. Welcome by Dr. Hubbard
	1. Dr. Hubbard encouraged reflection on the "why" behind the work for students.
	2. Emphasized the importance of collaboration on the committee to achieve Guided Pathways goals.
2. Brave Space Guidelines
	1. Claire Coyne and Tanisha Burrus (Co-Chairs) presented Brave Space Guidelines.
	2. No suggested additions: the group will follow these guidelines in future meetings.
3. Steering Committee Membership & Introductions
	1. Each committee member introduced themselves.
	2. Vacancies: New OER Faculty Coordinator starts in spring (add to invite list).
4. Spring Monthly Meeting
	1. Survey Results - Monthly meetings on the 1st Wednesday, 9 am-11 am via Zoom.
	2. February meeting conflict - Senate Retreat, need to find an alternate date.
	3. Include Research and Distance Education expertise when needed.
5. Guided Pathways Plan Overview
	1. Timeline for completion of goals.
	2. Informing and Inviting SAC Community - Add Guided Pathways to Senate Meeting Agendas for updates/report outs.
6. Recommendations for Committee Consideration
	1. Creation of 4 Subcommittees (Pillars).
	2. The co-chairs shared the Guided Pathways Work Plan which designed the metrics/goals around the 4 Pillars. The Steering Committee will create 4 subcommittees based on the pillars. The committee discussed the goals of each pillar and gave input about who should lead and be invited to join the sub-committees.
7. Importance of including Non-Credit, SEAP, and Workforce in subcommittees discussed.
	* 1. ii. Review of Pillars 1-4.
	1. **Pillar 1** **- Clarify the Path: Associate degree for Transfer, Transfer**
		1. Add SEAP and Chantal L.; updates to College Catalog in support of Clarifying the Path.
		2. Add Dr. Maria Dela Cruz
	2. **Pillar 2 - Enter the Path: Enrollment, California Adult Education Program** Integration​)
		1. Add Director of Dual Enrollment (Refugio), Dean of Student Affairs (Greg Toya).
		2. Curriculum Committee representatives should be involved as it relates to Transfer ADT increases and awareness.
		3. Add Admissions & Records Representative, Dean of Enrollment
			1. We need to look at successful enrollment strategies—systems need to be improved.
		4. Additional comments: Project RiSE/Inmate Education (taskforce coming through Academic Affairs)
		5. Get credit faculty involvement with the Student Success Conference (held annually by Non-Credit), May 10th, 2024.
		6. Data Collection needed for student transition rates; noncredit to credit, also non-credit to non-credit (EMSL to HiSET)
	3. **Pillar 3 - Stay on the Path: Persistence, Completion, Zero Textbook Cost to Degree​**
		1. Include OER/ZTC Faculty Coordinator (part-time faculty member will start in February)
	4. **Pillar 4 - Ensure Learning: Completed Transfer-Level Math and English, Student Equity and Achievement Program, Strong Workforce​--TABLED**
		1. Tabled until next meeting.
		2. Outcomes must be measurable and faculty coordinator is needed.
	5. **Bonus Pillar:** Building Bridges Pathway Subcommittee
		1. Possible creation of a non-credit subcommittee
			1. Rationale: It might be difficult to add non-credit reps to each Pillar
8. Centralizing the Work via Canvas
	* 1. -The consensus of the group was all updates and documents will be kept in TEAMS, instead of a Canvas shell.
9. Next Steps
	* 1. Reach out to key persons for each pillar.
		2. Share recommendations and charge for each pillar.
		3. Identify co-chairs and build Pillar Teams.
		4. Goal to meet in February later in the month, since we can’t meet on February 6th due to Flex Week.
		5. Revisit Pillar 4.