

**Design Team Co-Lead  
Roles and Responsibilities**

**Guided Pathways @ SAC**

Congratulations on being selected to co-lead one of our Guided Pathways Design Teams. As we embark on the implementation of Guided Pathways, your leadership is imperative to the success of this important initiative. In order to provide clarification and guidance, the Guided Pathways Core Team is providing the following guidelines to your roles and responsibilities as a co-lead.

**Roles:**

Your role as a co-lead of a design team is to facilitate ongoing discussion among your team members. You will be expected to work closely with your co-lead in ensuring that all team members' perspectives are heard and considered.

**Responsibilities:**

1. Coordinate a design team meeting one time per month (or more frequent, if necessary).
2. Provide a summary report of monthly design team meetings/activities to the faculty coordinator.
3. Report your teams' progress at the monthly Guided Pathways Steering Committee meeting.
4. Seek the advice of the faculty coordinator, and other core team members, as needed.
5. Identify two to three students to participate in the design team planning and activities.
6. Attend monthly design team co-lead meetings.
7. Identify other faculty and/or staff that are vital to the success of your activities and invite these stakeholders to participate in your design team activities, as needed.
8. Work with other design teams, as needed.

Faculty Coordinator: Fernando Ortiz

GP Core Team:	Maria Dela Cruz	Kathy Patterson
	Steve Bautista	Merari Weber
	Shelly Jaffray	Melissa Utsuki
	Janice Love	Monica Zarske