

**Design Team Member
Roles and Responsibilities**

Guided Pathways @ SAC

Thank you for deciding to join one of our Guided Pathways Design Teams. Your unique contribution and expertise is critical to the success of the Guided Pathways redesign at Santa Ana College.

In order to ensure the inclusivity of ALL design team members and the timely advancement of each team's action plans, we are providing the following guidelines for your roles and responsibilities as a design team member.

Roles:

Your role as a design team member is to contribute your perspective to the ongoing discussions within your design team. You will be expected to work closely with your fellow design team members to make progress on the team's action plans as they relate to the Guided Pathways Work Plan and any other actions outside of the Work Plan decided by the team related to Guided Pathways planning and implementation.

Responsibilities:

1. Attend scheduled design team meetings.
2. Contribute to discussions in your design team meetings.
3. Respond to email requests from your design team co-leads, and other team members, in a timely and productive manner.
4. Work with design team co-leads and other team members to make progress on your team's action plans.
5. Seek the advice of your co-lead, the GP faculty coordinator, and other core team members, as needed.
6. Attend monthly Guided Pathways Steering Committee meetings.
7. If you are unable to continue as a design team member, notify your co-leads as soon as possible so that an adequate replacement can be made.

The implementation of Guided Pathways at Santa Ana College will require a significant amount of meaningful work that will result in a better approach to serving our students. We appreciate your willingness to be a part of this effort.