

Guided Pathways @ SAC Advising Design Team

Names of Team Members Present:

March 15, 2018 Meeting: Susan Garnett, Theresa Hagelbarger, Kevin Kawa, Fernando Ortiz, Tina Pov, and Kalonji, Saterfield

March 28, 2018 Meeting: Steve Bautista, Jodi Coffman, Susan Garnett, Theresa Hagelbarger, Kevin Kawa, Tina Pov, Michelle Macintyre, Fernando Ortiz, and Kalonji Saterfield

A. Brainstorm

What current practices related to ADVISING are in place at SAC that can benefit/support GP?	How could this practice be adapted to assist students better or to assist more students?	Who needs to be involved to make this improvement (other SAC employees, collaboration with other design teams, etc.)?	What resources are needed to make this improvement (e.g., \$\$, staff, facilities)?
<p>1. Career Advising</p> <p>NC college and career transition center ESL (CEC, F-111) helps noncredit student with career advising</p> <p>Credit CTE Counseling (mostly in L-222)</p> <p>Employment Prep Workshops (Resumes, Interviews, LinkedIn)</p> <p>Undecided Major/Career Workshops, Counseling, Personality and Interest Inventories, Website Resources</p> <p>SAC Internship program in A-107-4 (career exploration and facilitation with placement in areas of interest)</p> <p>Service Learning Program (facilitation with placement in</p>	<p>SAC Career Center collaboration with NC college and career transition center, CTE counseling</p> <p>Take SAC career workshops to CEC</p> <p>Work Based Learning/All Career opportunities in a one stop Career Center shop. Right now we are all over campus.</p> <p>Effective marketing strategies</p> <p>Get different groups on the same page, not reinventing the wheel</p> <p>Need detailed information on SAC department websites that show how certificates/degrees are</p>	<p>Lorena Chavez & Sandy Morris</p> <p>Susan Garnett as liaison</p> <p>Nilo Lipiz for facilities requests for career workshops</p> <p>Maria De La Cruz</p> <p>Madeline Grant (work based learning)</p> <p>Department Faculty and Chairs</p>	<p>Uncertainty of categorical funding for career technical areas</p> <p>Facility that promotes a one stop shop</p> <p>Faculty and classified staffing to support additional student needs</p> <p>Faculty staff time to set up and maintain</p>

<p>volunteer organizations, often times to explore areas of interest and or get experience)</p> <p>Some departments do program overviews that provide students with Career Outlook information.</p> <p>CEC embedded counseling sessions</p> <p>CNSL 116/CNSL 100</p> <p>COUN 104 in person will be offered fall for undecided students. Consider this class as an online option. DE addendum would need to be written</p>	<p>related to careers/wages.</p> <p>Have information on career related areas on syllabi or part of any intro level class.</p>		
<p>2. Academic Advising</p> <p>Counselors complete a comprehensive educational plan, 45 minute sessions (appointment needed, up to two week wait time, no appointments made more than two weeks out).</p> <p>Walk-in appointments are available for matters that can be resolved quickly (e.g., waivers)</p> <p>COUN N45 – provides in depth orientation and two semester advising based on major cluster.</p>	<p>More counselors to accommodate more students</p> <p>Do we have information on peak usage of counseling appointments? Yes, we can get this information with the help of Trevor Kay using SARS.</p> <p>Virtual Counseling? ABSOLUTELY NECESSARY. Our current practice is an archaic email system. Students are not having their needs met long distance, especially with the increases in Distance Ed Learning opportunities.</p>	<p>Current counselor involvement</p> <p>Facilities for alternative office space, decentralizing counseling area ???</p> <p>IT for support</p> <p>Trevor Kay-Counseling</p> <p>Maria De La Cruz</p> <p>Joanna Campos (in charge of research on virtual counseling platform)</p>	<p>Facilities</p> <p>Virtual Counseling Platform purchased (Cranium Café is currently be promoted by the state), follow-up with Cherylee for vendor pricing and options. 3 systems have to be looked at per district policy.</p> <p>For ADA compliance with OEI (online educational initiative) to align with GP</p> <p>Additional Counselors and Support staff. One need in particular is set of official</p>

	<p>Directing students to department-specific counselors (see Specialized Counselors below)</p> <p>Optimizing office space.</p> <p>Text or phone reminders of appointments to minimize cancellations.</p> <p>COUN N45 for adult students (night), other special populations</p> <p>Expand counseling courses for evening/ Saturday students</p> <p>Bring Canvas training for noncredit/ adult ed students.</p> <p>Re-instate transition to college class in noncredit.</p> <p>COUN 104 online (advising)</p>		<p>evaluators.</p>
<p>2a. Academic Advising (Electronic Educational Plan)</p> <p>Electronic educational plan is live but not currently promoted Students can access through WebAdvisor</p> <p>Degree audit for counselor</p>	<p>Counselor approval process needs to be worked out.</p> <p>The honest counselor input is that we have been working with the company for two years to make changes to the system to make it more counselor friendly and usable. Essentially, the program is not capable of doing anything we need it to do to simplify the</p>	<p>Counselors</p> <p>Alicia Kruizenga?</p> <p>John Steffens</p> <p>District Players involved in decision making</p> <p>Maria De La Cruz</p>	<p>IT support</p> <p>New Electronic Ed Plan Platform that needs to integrate with other platforms we end up using for other aspects of student support.</p> <p>SCC is looking into products for curriculum software (Elumen)</p>

	<p>process for both counselors and students. Counselors are working off of two different programs right now and nobody is on the same page. Some are even still working on paper. The problem is that we don't have the right tool. This tool was decided on with ZERO counselor input at the district level. The best description is that we are Trying to put a square peg into a round hole. New platform should STRONGLY be considered in the best interest of students and the counselors using this tool.</p> <p>After further discussion with Counseling Dean, although many counselors are currently not content with the electronic ed plan we have, another looking at alternative platforms at this time is not an option. There are other technology needs that are prioritized at this time.</p> <p>Promote, expand roll out. ALL counselors need to get on board using one system.</p>	<p>Joanna Campos Robledo</p>	<p>Follow up: After discussion with Counseling Dean, policies and procedures are being implemented that will mandate usage of Ellucian Ed Plan.</p>
<p>2b. Academic Advising-(Faculty Advising)</p> <p>Currently, faculty advise students on academic and career issues, on an informal basis. This is not systematic on the campus.</p>	<p>Identify one faculty advisor for each department (part of spring conversations with chairs).</p> <p>Publish list of faculty advisors for student access (schedule, catalog, website, signage)</p>	<p>Division deans and department chairs to support and promote</p> <p>Professional Development to assist with trainings</p> <p>Research department to help track</p>	<p>Money to pay for release time??</p> <p>Office space for training.</p> <p>Office space for noncredit (Jim Kennedy)</p>

<p>We need to define this role, what this will look like, and what information will be advised. If this is a model we chose, it needs to be in conjunction with Counseling. We do not want to confuse a faculty advisor with a Counselor.</p>	<p>Training for faculty advisors (initially planned for flex week), include FA with study skills</p> <p>Provide faculty advisor with release time (0.5 to 1.0 LHE)</p> <p>Develop apportionment form to gather FTE</p> <p>Faculty advisor teamed with a specific counselor</p> <p>Look at models for faculty advising with noncredit</p>	<p>student advisement activities</p>	
<p>2c. Academic Advising (Specialized Counselors)</p> <p>Currently, some counselors are assigned to specific program (athletics, College Promise, FE, EOPS, Cal Works, CARE, VRC, Foster Youth etc.)</p> <p>Noncredit to credit transition counseling</p>	<p>Assign counselors to academic clusters, once established.</p> <p>Take inventory of specialty program and counselor interest. Use counselor interest to assign counselors to academic clusters</p>	<p>Work with Academic Clusters design team</p> <p>Work with Communication design team to communicate with counselors</p>	<p>Counseling staff</p>
<p>3. High School Advising / Outreach</p> <p>Early Decision</p> <p>Orientations (online and in person)</p> <p>Onboarding process</p>	<ol style="list-style-type: none"> 1. Work with partnership with SAUSD to start the conversation about advising students properly, particularly about math (AB705). 2. Online and in person orientations 	<p>Community Partnership, look for SAC and SAUSD to collaborate</p> <p>Entry Design Team</p> <p>High school advisors</p> <p>Alicia Kruienza and Daniel</p>	<p>Super Strong customization to SAC degrees</p> <p>IT/Website help</p>

<p>Interest Inventory as part of onboarding</p>	<p>a. Look into interest inventory as part of onboarding in high schools and orientation process (super strong??)</p>	<p>Marquez Research Department Maria Aguilar Michelle Macintyre/Angela Brown (Super Strong) Communications Design Team (website-major options connected to interest inventory)</p>	
<p>4. Specialized Programs FEP CFTE MESA College Promise ULink</p>	<p>All programs have been successful and have data to back it up. Look at what they are doing well and take to scale.</p>	<p>Leaders for each of these programs: Steve Bautista, Cathie Shaffer, Suzi Lohman, Martha Vargas, Rochelle Zook, Leo Pastrana</p>	
<p>5. Structured Counseling/Advising System that streamlines and coordinates all things above</p> <p>Currently not in practice at SAC. Structure would help define roles of all constituents.</p> <p>We could possibly consider Student Success Teams that include discipline faculty, counselors, and classified student services support.</p> <p>CSUF Model includes: Retention</p>	<p>This currently does not exist. This would be something to help define roles and get all constituents working together like a well-oiled machine for students.</p> <p>Example that exists to potentially look at as a model is the CSUF student success teams implemented 5 years ago. Changes in student retention and success rates and closing the achievement gap has been phenomenal.</p> <p>Look at student success teams @ CSUF, Chaffey. Think about creating a student success team</p>	<p>Maria de la cruz</p>	<p>Money for coordinating. May involve faculty staffing.</p> <p>Money for consulting from outside groups.</p>

specialist, grad specialist, career counselor, associate dean and or faculty	assigned to meta-majors		
--	-------------------------	--	--

B. Plan of Action

1. Which of the current practice(s) identified in your brainstorm activity will your design team be working to scale in the next 18 months?
 - a. Technology within Academic Counseling/Advising
 - b. Define and Implement a Formal Faculty Advising Role
 - c. Career Counseling/Advising/Development
 - d. Develop a Structured Counseling/Advising/Student Support Model for each Meta Major on Campus

2. For those practices listed in B1 of the *Plan of Action*, which **specific** activities/events would be appropriate for these improvement(s)?
 - a. Technology within Academic Counseling/Advising

Activity / Event	What is the expected timeframe (from beginning to completion)?
Research existing virtual counseling models (Starfish and Cranium Café). Based on research, what other campuses piloted the systems, bring back results. Data Analysis of present system. <ul style="list-style-type: none"> • Peak usage data. • Determine what variables can be accessed through the research data warehouse. • Who should be contacted in counseling department if research does not have usage data? • Once data is gathered or data source is determined, analyze data for peak usage. 	By the end of Spring 2018
Consult/collaborate with other design teams, present findings to the group.	Fall 2018
Develop an implementation plan to begin the pilot of a potential system beginning Fall 2019.	Spring 2019
System for Pilot is in place. Collection of data is important	Fall 2019

for continuous improvement.

b. Define and Implement a Formal Faculty Advising Role

TBD

c. Career Counseling/Advising/Development

TBD

d. Develop a Structured Counseling/Advising/Student Support Model for each Meta Major on Campus

Activity / Event	What is the expected timeframe (from beginning to completion)?
<p>Research existing student support models (at CA community colleges, out of state community colleges, and universities).</p> <p>Campuses identified: American River College, Pasadena City College, Bakersfield College, Skyline College, Sinclair College, Cleveland State Community College, Alamo College, CSUF</p> <p>Based on research of other campuses, develop a preliminary structure that best suits SAC, along with a name for these “student success teams”</p>	<p>By the end of Spring 2018</p>
<p>Consult/collaborate with other design teams, define specific roles of each student success team member, present model to the steering committee</p>	<p>Fall 2018</p>

Choose a meta major to pilot the student success team structure. Identify all team members. Develop an implementation plan to begin the practice beginning Fall 2019.	Spring 2019
Student Success Team for Pilot Meta Major is in place. Collection of data is important to help bring best practices to scale for all other meta majors at a later date.	Fall 2019

3. What type of assistance/resources does your team need from the Guided Pathways Core Team or Faculty Coordinator?
 - a. Fund campus visits for all interested parties to other colleges that have had success in the counseling/advising areas of focus
 - b. Access to the Guided Pathways consultant (AI) for resources, ideas and guidance
 - c. Create career and academic pathways to assist students' transfer from School of Continuing Education to SAC. We also request further discussion regarding the vision and expectation of bridging SAC Continuing Education with SAC Credit through Guided Pathways.
 - d. It would be helpful to have the six design team activities on the Guided Pathways website, including their meeting times/locations and action plans to better facilitate collaboration between each team.