

Completion Initiative Workgroup Agenda
Tuesday, December 5, 2017
2:00 – 4:00 pm
ST107

Meeting Notes

Present: Greg Aycock, Melissa Bader (co-chair), Quinton Bemiller, Janelle Brekke, Cathy Brotherton, Teresa Friedrich Finnern, Monica Green (co-chair), Mark Hartley, Sam Lee, Lisa Martin, Colleen Molko, Debra Mustain, Bryan Reece, Edwin Romero, Erin Spurbeck, Jeanne Wallace

11/6/17 Meeting Notes Review/Action Items

- No changes

California Guided Pathways Institute #2 – 11/30-12/2 (Team Report Out)

Dr. Green and Melissa Bader presented the CA CC Guided Pathways Self-Assessment to the group. The document has a number of components including Completion Initiative and state projects.

Insidetrack/College Futures Foundation/Gates Implementation Grant

We are still working on a potential grant working with foundations to assist with the advising piece of how we work with and support students within our schools structure. They review our documents, meet with the various constituent groups, then provide guidance and training. We expect the grant to be approved, and if so, this will reduce our cost from 78K to 25K. They will come in as an observer at the CI 2.0, so we anticipate this will occur in the spring and work through it efficiently so that training can be provided.

Marketing

- *Website Implementation*
Slow process because district has not yet adopted Sharepoint 16. Met with Lenny this week and hoping to have info out by end of this week. ADT info is ready.
- *“What’s Your School?” Campaign*
Counselors visited 12 basic skills English classes. At the conclusion of presentation, 85% of student were able to correctly identify their school.
Tablecloths have been received
Dr. Green will check on the status of the banners
A concerted effort will be made to cluster by school during club rush and job fair
- *Bounce back email/Student School Contact List*
Faculty are using student lists to advertise courses. The next list to be sent out will include the number of units a student has completed. Melissa is soliciting feedback on how to get this information/updates to keep faculty informed and get more of them involved.

School Activities in 17FAL

- Checklists on how to advertise to students as well as having the faculty support are being developed
- Anticipate meeting during first or second week of spring semester
- Marketing to night students
- Speakers related to specific schools
- Building school specific or school related projects
- Shirts (uniforms) for mentors, counselors and faculty leads funded by Title V

Pathway Development Progress

- 18 ADT’s are done; working on the back side of document (integrated support before, during, after)
- AOE’s and trailheads have been mapped – eight to nine courses
- Faculty are meeting to develop schools, meta majors and now pathways; Melissa, John, Erin and a variety of faculty leads have been working on ADT’s. 1st round is done.
- Advertise window for program review to add needed classes, etc.; talk with Nick Franco.
- An action plan draft is complete; need to start having conversations

- Faculty leads and counselors will receive the ADT's when links are in place. They will then discuss with faculty chairs.

College to Career Linkages

Will work on integrating the schools into the career/job fair and identifying new participants. Currently in the process of hiring Career Center director and hope to have the position filled by Feb. 1.

Faculty Advisement Model

RCC had a handful of coordinators/liasons come up with list of students (case mgmt. model). No compensation, but counts as institutional service, just like being on a committee. Initially we looked at Chaffey who does compensate, however, it is very structured and there is detailed paperwork that is required for each student contact. Conversations need to be had with the senate and CTA. This process will take time; in the meantime, we need a more formal process for faculty to use.

Models of Student Care

- 17FAL presentations and three training sessions. More planned for 18SPR.
- Faculty Leads and mentors will work to better connect, especially to ensure everyone is aware of and attend planned events. Planning sheets should be used in the future.
- Tanya will forward A-Team event planning checklist to Melissa.
- Mentor stipend equates to approximately 54 hours of work per semester.
- School mentors feel strongly that they should be renamed School Ambassadors.

Completion Initiative Evaluation Plan

This hasn't been visited in a while. Is there something more that needs to be vetted through this workgroup? Need to integrate strategic plan for now. The next step will be to do a survey in the spring to get feedback to see how the various components are working, including checking in with students to see how faculty advising is going.

Completion Initiative 2.0 Summit – Friday, February 2, 9 am - 3 pm

- What in particular would the workgroup like to see?
- Brainstorming on ways to get the schools out there more.
- Different activities, come up with a list to share with faculty; faculty advisor identification.
- What incentives will be used to recruit faculty to attend, since this is during winter? Flex time?
- Reenergize, create the energy from two years ago when the conversation started.
- Plan around the conversations we are having in CAGP? Informational, conversational, workgroup.
- Target specific people, need to ensure departments are informed & up to date.
- Use self-assessment as a tool for conversation/agenda item and will also help to inform attendees where we are and what we still need to do.
- What we can do to incentivize school activities; how to spend the \$\$ and attach requirements to receive the \$\$

Good of the Order

- Need to look at is how to work in milestone aspects i.e., when student is near tipping (?) wraparound services to lead student to next step.
- Integrated equity: what are we doing to be mindful of this? Making sure we are not creating barriers for disproportionately represented group.
- People have lots of questions for Norco College. Not just building the best program, but being responsible for our students, opening doors, doing whatever we need to do to make sure students leave us in great shape.
- Guided pathways *is* equity, to ensure students don't disappear after one semester or are still here after six years.
- Universities are in the process of rewriting their classes because they are switching from quarters to semesters. This will affect our curriculum and equivalents.

