

**Completion Initiative Workgroup  
Notes  
Tuesday, November 6, 2018 2:00 – 4:00 pm ST107**

**Draft Mission:** *The Completion Initiative Workgroup supports the successful development and institutionalization of the guided pathways framework, services. As a result, the college community is engaged with students throughout their lifecycle of study and ALL students develop and achieve their education and career goals, transitioning with no wasted time, financial aid, or effort.*

**Regular Participants:** Melissa Bader (co-chair), Cathy Brotherton, Peggy Campo, Kaytlyn Contreras, Marshall Fulbright, Mark Hartley, Azadeh Iglesias, Tenisha James, Samuel Lee (co-chair), Lisa Martin, Jethro Midgett, Colleen Molko, John Moore, Gustavo Ocegüera, Jason Parks, David Schlanger, Erin Spurbeck, Erick Torres, Desiree Wagner, Caitlin Welch

- I. Meeting Notes Review/Action Items for Sept. 4, 2018
  - Meeting notes will be review next meeting
  
- II. Salesforce Implementation Proposal to the broader CI team Presentation –K. Fleming
  - K. Fleming provided a presentation
  - How do we currently map our student’s journey? Different systems/data bases were listed that we currently use.
    - CCC Apply
    - Colleague
    - Office 365
    - GradGuru
    - Foundation databases etc.
  - Salesforce1 for higher Ed solutions: It’s a database that can be used for recruitment, student success and retention, advancement, marketing communications
  - It’s a cloud base system that does not need hardware, no software. Automatic upgrades
  - Higher education organizations are currently using the system
  - Students don’t need to download an app for the system
  - Current implementation admissions and records, foster youth, RCCD Foundation
  - Under consideration by the workforce training center, counseling, marketing cloud, and District Office of the marketing department.
  - They will be able to create different profiles or levels of access for individuals
  - Dashboard can be changed
  - Next steps: Partnership with an integrator (launchPad), MOU, Cost vetting & Implementation timeline, 50 meetings, phased approach, training
  
- III. Where Are We and Where We are Going Next
  - a. Name Change? Pathways Workgroup
    - Determine under what group does pathways lives
  - b. Revised Mission Statement
    - How do we want to effect the college and determine our mission statement?
    - The workgroup members decided to continue as a work group and their goal is to become institutionalized

- It was commented that if this workgroup would become a committee, people would need to be assigned to the group versus a work group that is a free flowing system of members
  - Workgroup members agreed to change the name to Guided Pathways Workgroup
  - The mission was revised as a group
  - It was suggested to have a group of people work in each individual pillar
  - The lists of member was updated
- IV. InsideTrack Consulting: Implementing School-based Student Success Teams
- A handout was provided to guided pathways members
  - The program description is that Inside Track will deploy one dedicated consultant with periodic additional support to work with leadership and student success team members to design, deploy and improve the student success teams.
  - The goal is to build faculty leadership, focusing on providing academic training and advising for faculty
  - Faculty advisers will be the point of contact to all the students they have been assigned to
  - The faculty load will need to be of 4 classes. Compensation will need to be determined
  - Inside Track will provide about 400 hours of consulting over 9 months
  - A group will get together to discuss faculty job descriptions so it can be presented to the union
  - This program will be creating an opportunity for part-time faculty to contribute more to the college
  - This program provides professional coaching, technology and data analytics to increase student enrollment, completion rates and career readiness
  - It was recommended to create a faculty sub-group and they would like the following individuals participation :Dr. James, Q. Bemiller, M. Bader, C. Brotherton, L. Adams
- V. College Futures Foundation Proposal 2019-2010
- A handout was provided
  - Documenting our path to becoming a pathway college
    - We want to devote resources to recovering and recording the interactions, turning points, milestones, pitfalls, key learnings, and unexpected victories and defeats along our pathway to becoming a pathway college
    - The expected timeline for this project is two-years and spans the 2019 and 2020 calendar years
- VI. Brief Pillar Reports
- i. Clarify the Path – Bader
    - Reporting on the pathway update and revision process
    - Only a few members modified their pathway document
    - Email out students by school. They need to decide who the keeper of the school program list is. Start assigning positions to keep some of this information and updated. Pathways, programs of steady need a home.
  - ii. Schools/Meta Majors

- iii. Clear and directed Pathways
- iv. Enter the Path – James/Oceguera
  - iii. Onboarding Infographic -- Bader
    - Every fall semester they will be an info graphic
    - Provided a handout with the graphic to work group members
    - Some language was revised from the info graphic
    - Info graphic shows the process of guided pathways for a student
  - i. Stay on the Path – John Moore
    - College to Careers
      - Assessment will be embedded to the online admissions application
      - Onboarding will be a two day process
      - Welcome center for perspective students
    - Models of Student Care
      - Will be launching Norco College Edgu Nav about 500 students are part of the pilot. They can register their entire Ed Plan for the semester. They will be able to register for winter and spring at the same time. Only 3 EDT's.
      - Generate a plan for the student and then a counselor meets with the student
    - Faculty Advising
    - Basic Student Pathway Dataset
      - They are tracking the student progress and to make this information available
      - They have flags for students to have this type of information available to them
      - Ask Advisor link if they can get this type information
      - We need to set mile stones. Statistical mile stones and see what the students population have completed
      - We need to set up queries to be able to get reports with this information
      - This information can be gathered from inside track that can be made available for Ed advisors, counselors and faculty
      - They are looking at student success by school and program.
    - Ensure Learning – Bemiller/Aycock

- Next meeting Dates

- March 5, 2019
- April 2, 2019
- May 7, 2019
- June 4, 2019

- Good of the Order