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Completion Initiative Workgroup
Tuesday, October 3, 2017
2:00 – 4:00 pm
ST107
Meeting Notes

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Present: Arlene Alvarez, Greg Aycock, Melissa Bader (co-chair), Kimberly Bell, Quinton Bemiller, Cathy Brotherton, Amar Elali, Teresa FriedrichFinnern, Pam Kollar, Ruth Leal, Sam Lee, Lisa Martin, Jethro Midgett, Leonard Riley, Derek Sy, Caitlin Welch

Meeting Notes Review/Action Items

- Meeting notes were review and approved

California Guided Pathways Institute #1 – 9/17-9/19

- Team Report Out

Insidetrack/College Futures Foundation/Gates Implementation Grant

- Dr. Bryan Reece presented the possibility of a new grant

Marketing

- Website Implementation
  - Information is being posted on social media
  - School square colors standards are being used
  - School banners will be hung this week.
  - New videos will be created
  - Coding the new website is currently being developed
  - SharePoint 2016 - there are some glitches that need to be worked out on the mock pages; these issues are being worked through

ACTION: A full report regarding SharePoint implementation will be given at the next meeting
- "What's Your School?" Campaign
  - A campaign is being developed   for students to be able to identify with a school based on their major
- Bounce back email
  - The email system it is not ready for students because they need to be identified first with a specific school. This will be based on their initial choice when they register and the information will be downloaded

ACTION: Caitlin will assist with sorting the students by school

School Activities in 17FAL

- Melissa & Peggy described some of the 17FAL school activities.

Pathway Development Progress

- Approximately 30 institutions attended Pathways Institute #1 9/17 – 9/17
- Ms. Bader shared the pillars of guided pathways and the key elements to guided pathways information
- IEPI funding will be allocated to the college from the state; the timeline is November 1 with board approval.
- The group discussed the following ideas regarding the completion initiative:
  - Maintain a sense of urgency about the completion initiative.
  - Make sure we are scaling the entire institution
  - Offer 8 to 9 classes in each school to choose from to get the student in the right path
  - Keep asking students to find out what their needs are
  - Pathways and completion initiative should be integrated as a whole - call it *college* completion initiative
  - Assume students don't know which way they want to go and assist them with a pathway.
  - Focus on students second year educational plan, not only the first year
  - Have students register in the spring for the fall semester so they can be committed to continue with their education
  - Focus on marketing to students
  - There are things we can do institutionally and change the way we do things. Opting in versus opting out like organ donors would be a good practice. You have a choice to opt out instead of the opposite.
  - Make things automatic for students, like graduation
  - Focus on the students that are not sure what they want and need; 80% of Norco College students are 19 years old and under; figure out how we can help them to get be on tract and on a pathway
  - Students need to be clear on the impact it would have on their completion plans if they don't take four classes
  - Many students are unaware of the educational plan or that they can see a counselor to help them elaborate on their educational plan.
  - It's crucial to inform students about the units they need to be able to complete their degree in two years
  - Focus on a plan for students for their educational plan for the first year
  - The college is planning to apply for a grant that will give us funds on getting more students to attend college and assist them getting through college. The project is a grant that will help the faculty with educational advising
  - Develop success teams that can be tied to a learning community
  - Maintain contact with students and use more technology; set up social media to reach out to students
  - Obtain and use data to identify who are the most at-risk students
  - Talk with students for an hour on welcome day to guide them at the beginning of the semester, or once a month per school
  - The trail heads and AOE's will be finalized this year
  - We want students to transfer and get their degree at the same time
  - Ad Hoc committee is working on a calendar of events for presentation at the next meeting

ACTION: Jethro will bring the AOE's to the next meeting.

College to Career Linkages

- For better advertisement and marketing the different schools
- Jethro presented a flyer that all the schools used on Welcome Day

Faculty Advisement Model

- Dr. Aycock will create survey for 18SPR to measure the usage and effectiveness of faculty advising
- A mass email to students listing all the schools we have on campus is needed

Models of Student Care

- Art and Humanities held mentors interviews and hired two students
- STEM will also interview two students
- Each school will hire and will receive train two (2) mentors
- A completion initiative email or newsletter needs to be created to disseminate information
- There are about 3,000 student in GradGuru available to promote the schools to students
- Classroom faculty can advise students to see a faculty advisor
- We need to go to students instead of them looking for us
- Have one full-time counselor in charge of one team or a certain amount of students to coordinate on evaluating the students that need guidance

2017 – 2018 Meeting Schedule (1st Tuesday, ST107, 2:00-4:00)

November 7
December 5
March 6
April 3
May 1
June 5