# Completion Initiative Workgroup Agenda
## Tuesday, November 6, 2017
## 2:00 – 4:00 pm
## ST107

**Present:** Greg Aycock, Melissa Bader (co-chair), Quinton Bemiller, Cathy Brotherton, Jake Espinoza, Monica Green (co-chair), Sam Lee, Lisa Martin, Coleen Molko, John Moore, Lorena Newson, Gustavo Oceguera,  Roxana Perez, Bryan Reece, Maureen Sinclair, Crystal Slininger, Erin Spurbeck, Caitlin Welch

## Welcome

## Meeting Notes Review/Action Items
- No changes

## California Guided Pathways Update
- Last one was in September, next one is in November (college vanpool to Bakersfield)
- Drs. Aycock and Green sat in on a conference call with CCRC, a CAGP partner, to go over team self-assessments. Norco is right on track in some areas, ahead on others, and there are a few areas that need more attention. A report will come out in December and will be discussed at a future institute. Of the 20 college participants, we are ahead of the pack.

 "Keeping students on the path means creating smaller learning communities" – Quinton Bemiller

Teaching and Learning Committee has requested professional development in guided pathways. (Quinton)

## CCC Guided Pathways Application/Funding
- Chancellor's office also has a program with $150M allocated statewide (Norco will receive $874,300 over 5 years: year 1 = 25%, year 2 = 30%, year 3 = 25%, year 4 = 10%, year 5 = 10%)
    - Eight group participated in the required workshop
    - Self-assessment (different than the one completed for CAGP) due 12/23/17
    - Multi-year plan will be released and needs to be completed by March 2018
    - Funds will be received in April 2018
    - We've identified a need for paraprofessionals such as Educational Advisors
    - Not sure if the funds have to be spent out each year
    - Workgroup self-assessment drafts are due today
    - Due to senate and ISPC in November
    - To the BOT in December
    - Then to the State Chancellor's office

## Completion Initiative
- Timeline –
    - 18 ADT pathways are in the process of finalization
    - Trailheads for each school and AOE pathways will be completed by end of fall
- Webpage

- o Working on a web presence for the Completion Initiative; likely will house webpage under strategic planning other committees
- o Open meeting attendees, but will list regular attendees

## **Student School Lists by Semester**
- Student School lists for fall 2017 are out to school leads, counselors and department head if no school lead
- Cumulative units (degree and non-degree applicable)
- Lists nclude the program of study
- Communication tools attached to it? It's going to look different from school to school. When EduNAV comes on board it will be much more targeted
- Maybe 2 lists – one with just demographics and a different one with gpa's, etc
- For future data reports, will need to be able to put people in certain "buckets" to make the information manageable
- Communicating and tracking – how is this going to be done? Customer services relationship management. Using something like Salesforce, which is being used for fundraising
- Melissa will explore what the private, for-profit schools are using
- SARS works well for recording contacts, but not as a relationship tool

## **Marketing**
- Caitlin completed the sorting of students by school
- Website Implementation – in progress; expected completion in March 2018
- "What's Your School" Campaign – in progress
- Bounce back email – start soon

## **School Activities in 17FAL**
- Events are going on
- Ruth created a social media announcement for the School of Arts & Humanitiesevent
- Need to plan meetings; tag on school meetings to department meetings if possible. Currently the 1st Thursday of each month during college hours should be available or 5th Tuesday each semester
- Add Schools to the COTW agenda
- Virtual or email can be used as an alternative to an in-person event (create an email for the school and assign someone to manage it)
- How do we reorganize ourselves to reflect areas such as student services that serve all students
- Title V can sponsor a full day retreat followed up brown bags – includes staff, students and faculty – February 2, 2018 9am – 3am: Completion Initiative Phase 2 – STEM Center
  - o Pathways team will discuss and report back to the group
  - o Publicize by November 20
  - o Student panel (STEM, rep from each school, mentors)
- Three brown bags on how the Completion Initiative is changing Norco College in spring suggested
- Logistically can we make things happen the way we envision?
- Classroom clusters according to schools
- Rename the buildings according to the schools
- Look at where we want to be in 5 years and work backward

## Pathway Development Progress
- All 18 ADTs are done
- Working on the trailheads and AOE's
- Need to encourage the faculty to look at their school information on the website
- Melissa will include information on this in her next nor-all email
- Website: marketing, service, navigation
- Add a link to the schools in WebAdvisor

## College to Career Linkages – no report

## Faculty Advisement Model
- Not sure if it's happening
- Not much feedback
- Add to Spring flex
- Timing? Some new faculty don't have the information yet
- Would like schools to send out information to student and give them faculty advisor info
- Students need more of a direct message to visit faculty
- Do banners with the faculty advisor information on it
- Announcements in the classroom are effective
- Social Media/GradGuru notifications
- Posting flyers on bulletin boards in classrooms
- Use student clubs to disseminate information or sponsor events that are career centered

## Models of Student Care
- Mentors have all been hired: STEM has 3; all the other schools have 2
- Students have requested they be renamed School Ambassadors
- School shirts are being ordered