[**Guided Pathways**](https://guided.fullcoll.edu/)

**Pathways Steering Committee**

**April 10th Meeting Minutes**

***Voting Members:***

Co-Chairs:Matt Taylor, Jennifer Merchant

4 Instructional Faculty: Brandon Floerke, Miguel Powers, Jeanne Costello, Kim Vandervort

4 Student Services Faculty: Alexandria Rosales, Arnette Edwards, Linda Kelly-Mandich, Rolando Sanabria

2 Students: (none)

3 Classified Professionals: Gregory Menchaca

3 Managers: Dani Wilson, Ericka Adakai, and Connie Moreno Yamashiro

***Resource Members:***

Director of EPP Promise/FYE: (TBA)

Faculty Coordinator of FYE: Kim Vandervort

Student Services Coordinator FYE: Kyle Stroud

Professional Learning Committee Liaison: Jeanne Costello

SEAC Liaison: Jorge Gamboa and Cynthia Guardado

Campus Communications Liaison: Stephanie Nguyen-Preciado

Enrollment Services Liaison: Albert Abutin and Rena Martinez-Stluka

Office of Institutional Effectiveness Liaison: Megan Harris

***Guests:***  Antonio Ramirez, Dr. Cynthia Olivo

***Recorder:*** Bianca Gladen (C)

***Members Absent*:** Alexandria Rosales, Brandon Floerke, Cynthia Guardado, Megan Harris, Arnette Edwards, Ericka Adakai

1. Welcome
2. President Dr. Olivo
   1. President Dr. Olivo spoke about working with the Guided Pathways team to help set up a meeting between the Fullerton College Starfish team and Pasadena City College to learn how our campus can utilize Starfish features we currently aren’t using. The meeting will be on April 18.

1. Approval of February and March meeting notes
   1. Not enough PSC voting members attended the meeting to approve the meeting minutes. February and March meeting minutes will be approved at the next meeting in May.
2. Strategic Enrollment Management Report and Committee Recommendation\*
   1. Fullerton College applied to the SEM grant in February 2022 and was selected to receive the funds.
   2. The purpose of the grant is to outline strategies and practices to support the college’s efforts to increase student enrollment, retention, and completion as well as close equity gaps.
   3. The SEM plan has targeted 6 student enrollment groups, CTE students, Economically Disadvantaged students, International students, Re-Entry students, Men of Color students, Dual-Enrollment students.
   4. Rolando mentioned that this conversation surrounding outreach and re-enrollment is happening all around campus and there should be a space where the campus can come together to discuss this and be on the same page. The PSC committee suggested the Campus Collaborations team would be a great meeting place and Outreach should be attending the Campus Collaboration meetings. The Promise director was originally representing outreach at the Campus Collaboration meetings, but since Deniz left, an Outreach representative should attend the meetings.
   5. Next steps of the SEM plan:
      1. Roadshow Presentations
      2. Faculty Senate, PAC approval of committee
      3. Formation of Enrollment Management Committee
      4. Transition between SEM members and new committee and comprehensive SEM outline
      5. New committee collaborates with campus to create and implement SEM plan.
   6. The purpose of this agenda item is to receive feedback from the PSC to take to the SEM committee.
      1. None of the PSC members had feedback to share at this time.
3. GP Workplan and Student Success Teams
   1. The Guided Pathways team needs feedback on two items. First is the report that is due to the state in June. The report is based on the Guided Pathways implementation specifically related to the metrics and assurances that were shared with this committee in Fall 2022.
   2. Some of the metrics that need to be reported are: how far along Guided Pathways is in implementing SEA 2.0 items, integrating Guided Pathways in the ADT programs, Strong Workforce programs, etc.
   3. The Guided Pathways team is creating a form that will ask the PSC members to provide ideas and input in those areas. Matt and Jenn will be finalizing that report May – early June.
   4. The second item Guided Pathways needs feedback on is how to conceptualize Starfish Student Success and cohort management.
   5. What is Student Success Teams?
      1. Student Success Teams is a team within Starfish that every student has access to. It’s a group of people who can help connect the student with resources they need to be successful using the “referral” function in Starfish.
      2. There are 5 general cohorts of students: Prospective students, First-Year students, Affinity cohort, and the Guided Exit cohort.
   6. As we think about student equity and Student Success Teams, we need to establish a “first point of contact” that students can go to to be connected with services and support. Who is responsible for the first point of contact for the 42% of first-time students not coming from our local high schools? Promise/FYE? Do any other programs act as a first point of contact for prospective students?
   7. This will be the question on the form given to the PSC. The committee will help us understand whether or not there are groups that are helping students through this matriculation process.
   8. Step two of successful enrollment is getting the students to actually show up. We need a dedicated team that’s going to help seal the deal. Dr. Olivo talked about the creation of a team who have applied to help get students to have a sense of belonging, sense of pride and becoming a Hornet, helping them show up for the first day of class and stay, etc.
   9. If a student is part of an affinity program with a designated student support professional (ex: CalWORKS, EOPS, Formally Incarcerated, STEM, Umoja, VRC, etc.) the affinity group team is the first point of contact. Do these groups have dedicated student support staff?
   10. The goal is to show how all of these areas are working together to support students within Starfish.
   11. Gregory Manchaca asked if we could add AB705/AB1705 to the metric process on the Student Success slides.
   12. Dr. Olivo mentioned the Guided Exit cohort could be the Career Community/ Meta major community
4. IST Update
   1. Jeanne will give a more detailed update after the IST May 2023 meeting and bring a proposal based on the 2-year pilot process and share recommendations the group wants to move forward with.
   2. People are supportive of the idea of moving forward with establishing Instructional Success Teams as part of our institution.
   3. The IST will live in the Staff Development office, which Cynthia Guardado will be taking over as the new Staff Development coordinator.
   4. The progress made so far in IST is promising in the fact that each department has been able to zone in on specific issues within their courses. The IST pilot has been able to look at particularly high enrolled courses and think about the outcomes for that course. It’s a positive way for faculty to think about ways to improve their instruction, what kinds of changes they need to make and be more culturally responsive within instruction.
5. FYE Update
   1. Hornet Experience Badging program will be launched to first year students and announced on the FYE Canvas page.
   2. Once students earn all 4 badges, students can receive prizes.
   3. The other FYE pilots are doing well, FYE is thinking of the next phase for embedded engagements.
   4. English faculty will be developing an embedded engagement unit that pulls in the 4 FYE areas and relevant to their discipline. They will be developing this over the summer and will be piloting it in the Fall. FYE hopes to get Math on board as well.
   5. FYE is hosting an event within FC Night targeting high school students and tabling at the event.
   6. At the end of the semester FYE will also put on an event for students finishing their first semester of Fullerton College. The students will be asked to reflect on their semester with a Mindfulness assignment, students will be asked to write a thank you note to whomever helped them get through their first semester.
6. Antonio Ramirez’s Update:
   1. The Guided Pathways workplan is due in May. There is a tool Guided Pathways can use to help track their progress to report in the workplan.
7. Take-Off Grant Application Update
8. ZTC Grant Update
9. What percentage of courses in a section would make that section ZTC?
10. Most campuses that we have looked at so far are showing 2/3rd of CRNs (66%) determining a section is ZTC.
11. Jorge mentioned we could use a range instead of a specific number.
12. Rolando suggested we take this subject to Curriculum Committee for a suggested percentage
13. Matt said our campus should probably pick a percentage between 50-75%
14. The PSC committee recommended we match the percentage of other colleges
15. Dr. Olivo mentioned Woodyard Lebaron is someone at the CCCCO who could provide an answer regarding the ZTC percentage.
16. <https://www.cccoer.org/case-studies/student-ready-ztc-pathways-it-takes-a-village/>
17. <https://www.cccoer.org/case-studies/start-and-finish-college-without-purchasing-a-textbook/>
18. https://www.cccoer.org/case-studies/success-through-cross-campus-collaboration/
19. Starfish Update
    1. Dr. Olivo asked Matt to invite the Cypress college counterparts to the PCC Starfish meeting on April 18th.
20. Webpage Update
    1. The Guided Pathways team has hired a Prof Expert to update our Guided Pathways website
21. SENSE Survey Preview
    1. Fullerton College has received the SENSE results
    2. Fullerton is still below the top 10% of our matching cohort, but results have improved since 2019
    3. We will work with OIE to disaggregate this data for the Fall semester
22. Fall 23 Meeting Schedule. All meetings will be held in zoom from 1pm-2:30pm

A) September 11

B) October 9

C) November 13

D) December 11

**Next Meeting: Monday, May 8th (1pm-2:30pm)**

**TO DO:**

* Create a form to send to PSC members asking for feedback on Student Success Teams and Guided Pathways report due to the state in June.
* Take the ZTC percentage question to the Curriculum Committee