

**Pathways Steering Committee**

**Meeting Minutes**

***Co-Chairs:*** Matt Taylor (F), Jennifer Merchant (M)

***Voting Members:*** Brandon Floerke (F), Miguel Powers (F), Jeanne Costello (F), Kim Vandervort (F), Alexandria Rosales(F), Arnette Edwards (F), Linda Kelly-Mandich(F), Rolando Sanabria (F), Gregory Menchaca (C), Dani Wilson (M), Ericka Adakai (M), Connie Moreno Yamashiro (M),

***Resource Members:***  Kim Vandervort (F), Kyle Stroud (C), Jeanne Costello (F), Jorge Gamboa (M), Cynthia Guardado (F), Stephanie Nguyen-Preciado (C), Albert Abutin (M), Rena Martinez-Stluka (M), Megan Harris (C), Daniel Berumen (M)

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

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

***Members Absent*:** Rolando Sanabria, Brandon Floerke, Arnette Edwards, Dani Wilson, Ericka Adakai, Connie Moreno Yamashiro, Albert Abutin, Megan Harris

C = Classified; F = Faculty, M = Manager, S = Student

Meeting time of order: 1:01pm

1. Welcome
2. President Dr. Olivo
   1. Dr. Cynthia Olivo did a walkthrough of the future space for formally incarcerated students. She is concerned there is not a space for community building for students.
3. Approval of February 13, 2023 meeting notes
4. The committee will approve February notes in the upcoming March meeting.
5. PMAT Recommendations (Action Items)
6. Mapping prerequisites for required courses in certificate, AA/AS, and transfer degree programs with prerequisites.
   * 1. Alex R. liked the idea of mapping pre-requisites in Program Mapper to give a realistic visualization of how long some programs take to finish.
     2. Rena commented on Banner and pre-requisites cleanup within Banner. The Curriculum Specialist, Heather Treminio, will need to be included in this process.
     3. Linda Kelly-Mandich endorses the pre-requisite change to the design principles. She said the non-prerequisite Math map is very misleading to students.
     4. **Vote:** Alex R. and Linda Kelly-Mandich voted to approve this endorsement. The PSC committee all approved this change. No abstentions.
7. Adding Four Milestone Tiles
8. Transfer Exit Planning—2nd semester of all transfer degrees
9. Exit Planning for Degree Completion (Non-Transfer) --2nd semester for all AA/AS degrees mapped for completion.
10. Apply for Transfer—3rd semester all transfer degrees
11. Apply for Graduation—Final semester of program map
    * 1. Alex R. wanted to mention language about students who are in special programs to meet with their appropriate counselors. This language would be in any of the tiles that would meet with a counselor. For example, an EOPS student would meet with their EOPS counselor.
      2. Alex R. & Linda Kelly-Mandich-Both had a concern with the “Graduation Application/Submit an Application” tile. Their concern is that it would increase the number of students applying to a degree they are not eligible for yet. The tile should mention seeing a counselor if students are unsure they are ready to apply.
      3. The PSC committee decided to endorse the Milestones but the wording of the tiles needs one more level of review before publishing.
      4. The Guided Pathways office will meet with Linda, Alex, Rena, and Cecilia to collaborate and edit the wording of the tiles in concern. These edited tiles will be brought back to the PSC for another level of review.
      5. **Vote:** Jeanne Costello and Arnette Edwards have motioned to approve the Milestones. All committee members have approved. No oppositions or abstentions.
12. Plan to finish mapping unmapped programs
13. Continue encouraging faculty to participate in the construction of their curriculum maps. Currently we have 100+ maps that still need to be created. Matt indicated that he had spoken with the Dean of Counseling and asked if counselors might be able to help finish those maps that were not being completed by instructional faculty.
    * 1. Members of the committee were concerned that if counselors are asked to map programs for instructional faculty, one important purpose of program mapping would be lost. Program literacy was a goal of program mapping. Informed by data, our instructional and counseling faculty collaborated to learn about the students in their program and design maps to best support their journey. If faculty are not engaged in the mapping our goal of program literacy will be impacted.
      2. There was a consensus that instructional faculty should be responsible for completing program maps that have not yet been completed and submitted to GP Office
      3. Some committee members mentioned that students have reported using program mapper only to find that their program of choice is not mapped.
      4. Dr. Olivo said we need to help faculty understand how these maps are utilized. Dr. Olivo asked the Guided Pathways office how Program Mapper is operationalized and used with students. If we convey more about how it’s utilized to help students, it will help faculty to create their maps. Dr. Olivo asked for the list of programs that are not mapped so she can help encourage faculty and make this a priority.
      5. Antonio Ramirez said Fullerton College is not the only college struggling with this issue. He stated that other colleges have been able to add program maps into their annual and program reviews. It forces faculty to review their curriculum in their maps and be aware of updates and changes.
14. Takeoff: Institutional Innovations for College Men of Color (Opportunity)
    1. USC grant focused on enrollment, retention, completion focused on men of color
    2. Grant includes two (2) years of coaching and $75,000
    3. Only picking 12 colleges from across the nation. Guided Pathways is currently submitting a concept paper.
    4. April 10th is the deadline to submit.
    5. Dr. Olivo mentioned the research from Compton College informed by Dr. J. Luke Wood [Compton Community College PPT](https://www.compton.edu/adminandoperations/provostceo/Documents/COMPTON-TEACHING.pdf)
15. New Class Schedule and Registration Calendar (Update)
    1. Last week the district had the PRT on strategic enrollment. There are several structural changes to the schedule designed to increase enrollment. One of the changes is altering the calendar for registration, so high school students are able to register before summer and spring enrollees can register before summer as well.
    2. The district is looking at the exact dates and determining if they are viable. If we have a 5-week winter session, it could impact the start date of Fall semester which would then alter all the other dates in the calendar.
    3. Regardless of the changes, earlier registration is going to happen. We need to evolve our processes to handle the 2 semester-out change. It’s best if we use the dates in the calendar to start preparing for that shift.
16. ZTC (Update and Request for Help)
17. The overview of this goal is to provide students with information about the textbook costs and instructional costs related to taking a course. This movement will now introduce the costs of a course from the moment a student registers. We are required by state mandate to print into the published schedule for students a graphic that shows whether a course is ZTC or LTC. (Low Cost is under $40).
18. We have to figure out the faculty that are teaching ZTC courses, we have to work with our admins who are building the schedule to make sure they have information from faculty to input into Banner, and then all that information be available to students.
19. The state is requiring to include XB12 Coding . When admins build a course they will have to input one of the XB12 codes so we can report to the state the cost of our sections.
20. We are developing a Canvas Shell to help faculty identify which coding best fits their class.
21. We are developing a process for ensuring that OER materials meet accessibility and copyright requirements.
22. We are collaborating with our division admins (Textbook Adoption Workgroup) to develop a new textbook adoption workflow that will capture XB12 coding requirements in time to appear on the published course schedule the day the electronic schedule becomes available.
23. Rena mentioned that they may need to build additional codes into Banner so the admins when entering codes can show the correct messages in the schedule., as well as search for courses that have that attribute. Rena said she would help if needed.
24. Other College Transcripts and Real Time Degree Audit—Update
    1. (Refer to Rena’s Word doc for full update) “[Transfer Articulation Project Status”.](https://fullcolledu.sharepoint.com/:w:/s/GuidedPathways/EbVTQNKMMJxArknWF6xi0b4BVkPwsjO3RzZJP6nlzbj0rw?e=HaGUtq)
    2. The goal is to make DegreeWorks accurate for students who are relying on other college transcripts
    3. DegreeWorks does not account for past Catalog years. Currently students who use DegreeWorks using a previous catalog year will not show the correct year. Linda, Alex R, and Arnette said this is very problematic.
25. Starfish Implementation—Update
    1. Dr. Olivo wanted to speak on Starfish but left the meeting early. She asked to see a 6 mo. and 1 year implementation plan.
    2. The district intent is to renew the Starfish contract.
    3. Guided Pathways would like Annika from Promise to show a demo at the next meeting.
26. FYE—Update
    1. Faculty embedded pilot is going well, they are collecting information, sharing ideas and troubleshooting.
    2. FYE had a meeting with the embedded tutors.
    3. BADGR is harder to integrate in Canvas than expected. They are doing a small pilot to test out the top 5 badges.
    4. FYE is in the process of creating an event on May 4th to celebrate completion of the Spring semester
    5. FYE has their first workgroup meeting and will be on March 16th from 12-1pm
27. Guided Exit—Update
    1. The Guided Exit team will create a spending plan of the funds
    2. Dr. Olivo said she will extend the deadline for the first phase of funds
28. IST—Update
    1. Jeanne said she will give an update at the next PSC meeting.
29. Guided Pathways Workgroup Sign-up
    1. <https://tinyurl.com/GP-workgroup-sign-up>
30. Next Meeting: Monday, April10th (1pm-2:30pm)

TO DO:

Set meeting time and dates for next year (in person or zoom? Hybrid?)

Elections and terms of membership

Add IST update to next meeting’s agenda

Add February and March meeting minutes to be approved on next agenda

New Milestone tile language to be reviewed by PMAT, then PSC