



San Diego Miramar College
Guided Pathways

PROGRAM MAPPER FAQ

This document is meant to serve as a way to share the answers to the questions raised about the Program Mapper tool and to help make a final determination on whether to proceed with purchasing and implementing the tool. In order to best answer the questions, 4 colleges who have been using the “Bakersfield” Program Mapper were consulted: Bakersfield College, Palomar College, East LA College and LA Southwest College.

Each college has been using the Program Mapper for a different length of time, although some of the adoption dates were the same. This allowed for a more comprehensive view on what the implementation process looked like. When a RECOMMENDATION is listed below, at least 3 of the 4 colleges said similar if not the same exact thing. When a SUGGESTION is listed, at least 2 of the 4 colleges shared similar views. None of the responses represented on this FAQ are based on the opinions or beliefs of the Guided Pathways team, rather it is a summation of other colleges experiences.

Please note that the process for implementation and maintenance have not been specifically developed at Miramar yet, but hopefully the following responses can act as a guide to help, whether it is to follow recommendations or suggestions or use their experiences as a way to develop our own approach.

What is the cost to purchase?

There is a one-time fee of \$50,000 for the consultant (Concentra) to help us clean our data and move us along the implementation process.

It was recommended that we plan for a second year of consulting with Concentra to help with the first year of utilizing the Program Mapper. The current estimated cost is less than \$6,000.

There are currently no on-going annual costs. There are updates are still occurring which are included in the initial \$50,000 purchase.

What is the cost to implement?

Based on feedback:

- We should consider allocating time for people to input the maps.
 - GPS is planning on having a lead faculty member assigned to the Mapper at 40% (.40) reassigned time to assist with inputting and coordinating the implementation.
- The most difficulty task will be developing the course bundles (for instance courses that are within an area in GE patterns).

RECOMMENDATIONS:

Have a team ready

- You will need a team and plan for the cleanup. Know who will be able to "fix" what, have access ready
- Identify a team for inputting
- Identify a team to review

What are the steps to implementation?

1. Concentra will run a report comparing our curriculum based on the District's data and the Chancellor's office data.
2. This report will be shared with the college.
3. The college will need to rectify these differences and clean up the data.
4. Another report will be run to verify no errors exist, if they do, repeat steps 1-3 until all errors have been fixed.
5. Once all of the errors have been corrected, the campus will begin to input the course sequence maps.
6. During the process of inputting the maps, faculty will begin to review their program page and report to the coordinator any errors or changes they would like.

RECOMMENDATIONS:

1. Need to develop a process before you get your first report.
 - identify who will collect the data
 - Identify how you will review the data
 - Identify who will make the edits to the data
2. Create a team of people to help input and review.
 - Review maps prior to inputting
 - Develop a system to review maps after input

How long does implementation take?

This one is a tough one to answer. The Colleges we heard from were not done with their course sequences prior to purchasing the Mapper which resulted in them inputting the courses sequences as they were completed and thus prolonging their implementation timeline. We anticipate that Miramar will have many (if not all) of the course sequencing completed prior to purchasing the Mapper and are targeting a Fall 2022 "go-live" date.

Feedback that was shared included:

- One college said: It takes approximately 45 minutes to input one map if the sequencing has not been done prior since the inputter will be doing the course sequence map as they input.

- Another college said: they only have one person doing this and it is so overwhelming. They have over 300 maps to input and no one person has been given time to do this. Because they are 8 months into implementation and still inputting, 2 people will be given reassigned time summer and fall to do the work.
- Finally, the last college said it takes about 20 minutes to input if you have the sequences done but the more you do, the faster it becomes.

What areas/departments need to be involved with implementation?

The entire College will need take ownership of this tool as the success of the program mapper will depend on many people/departments being involved in the development, implementation and maintenance of the mapper.

People who need to be involved:

- VP Instruction Office
- Academic Deans
- Counseling
- Instructional Faculty
- Career Center
- Curriculum Committee

RECOMMENDATIONS:

Develop a solid plan for Clean Up, Input and Maintenance

- Identify a team for clean up
- Identify a team for Inputting of Maps
- Identify a plan for maintenance of Mapper (not just of maps!)

What does the work load for implementation look like?

SUGGESTIONS:

- Clean up: can involve Curriculum, Instruction, and possibly Articulation
- Inputting should involve counselors (since the maps are based on counseling expertise), classified professionals and faculty can be of great assistance as well.
- Review after input is completed should be by counselors and discipline faculty.
- Maintenance is ongoing and needs to be an annual thing.

In order to implement the Mapper in a timely manner, the College will need to consider additional pay faculty and classified professionals (i.e., ESUs, overtime, re-assigned time, etc) for the initial implementation phases, especially with regard to clean-up, inputting and perhaps even on-going maintenance. This will be an added cost beyond the initial purchase and one-year consulting contract with Concentra.

What areas/departments need to be involved in maintenance?

Based on feedback, this process will likely need to have one person/department overseeing the changes. This person/department needs to take the lead in developing an annual maintenance process.

- Office of the Vice President of Instruction
- Counseling
- Discipline Faculty
- Career Center
- Curriculum Committee

What does the long-term maintenance workload look like?

After the cleanup process, which will likely last approximately 2 years, the average maintenance time is less than 20 hours a semester. However, the amount of time and workload will depend on the review process that is developed and which office(s) is charged with enforcing that the process is upheld. The College will need to develop a long-term maintenance plan.

Some colleges have continued to offer a reassigned position at .20 for the long-term maintenance.

One college, who has been using the program mapper for 4 years, has the maintenance within the curriculum committee.

Another college is planning for the Vice President of Instruction's office to coordinate the maintenance.

Where will the funding for the program mapper come from?

Guided Pathways has set aside funds for the initial purchase (\$50,000), the cleaning of the data with Concentra, the inputting of the course sequence maps, and the second-year consulting contract with Concentra (approximately \$6,000). Guided Pathways has also created a faculty lead position with reassigned time to help with the initial implementation.

The College will need to consider how to absorb any costs for on-going maintenance, future enhancements, and/or any annual license fees that may be implemented in the future. (Note: there are currently no annual license fees.)