

SAN DIEGO MIRAMAR COLLEGE
Guided Pathways Steering Committee
 Tuesday, February 15, 2022, 1:30 – 3:00p.m.

Committee Members:

Lisa Brewster, Adrian Gonzales, Michael Odu, Nessa Julian, Sean Young, Laura Murphy, Danielle Guerra

Vacancies: Classified Professional (2), Faculty (1) Guided Pathways Coordinator/ Co-Chair, Student (1)

Guests: Laura Pecenco, Mara Palma-Sanft, Randy Claros

MINUTES

- I. **Call to Order** – 1:33p.m.
- II. **Approval of the Agenda** – Motioned for approval by Murphy, second by Odu, agenda approved.
- III. **Approval of Past Meeting Minutes, 2/1/2022** – Motioned for approval by Murphy, Gonzales second, Murphy abstained, minutes approved.
- IV. **New Business**

#	<u>Item</u>
1)	<p>Proposal Form Review Brewster shared the draft of the proposal form. Will send to committee for review, requested to receive feedback by Thursday, 2/24. Will plan to share updated version for the next meeting.</p>
2)	<p>REACH Brewster shared her and Odu attended the symposium. After attending, they concluded the project’s intention is to develop a process of adult students, aged 27+ aiding them from the application process to enrollment period. One of the suggestions for the project focus was to include the Occupational Technical Standards degree by revising the award to make it intentional and guided by grouping the emphases. The Academic Standard Committee suggested considering including the OTS award under multiple interest areas such as the Business, Aviation, STEM, Health & Wellness and Undecided. The rational is to make the award more accessible to students under many areas and to provide them the knowledge it can lead to multiple pathways. Palma-Sanft reiterated the importance of ensuring the OTS is accessible to students as it can be a useful tool to achieve their academic goal. This was brought to the Steering Committee to determine if there is support to move forward with the project. If decide to continue, a team will need to be created. First project is due March 30. Specific funds provided by REACH have not been identified. Brewster and Odu had begun to identify whom to include in the project. Would like to additionally reach out to the campus for participation. The majority of the work to be completed fall 2022 and spring 2023, appropriate compensation will be provided in the form of ESUs or overtime depending on the discipline. The Professional development announcement pending to go out. Brewster to send to Murphy and Young for review.</p>
3)	<p>Building Connections with GP on Campus Brewster pointed out the need to garner campus wide support with the work that needs to be completed. Attended the Classified Professionals Senate meeting and ASC meeting. Based on recent conversations, will work with Miramontez, Zhang and Palma-Sanft to create a crosswalk to identify all programs and projects completed on campus and how they overlap with guided</p>

	<p>pathways; This will allow us to view how all efforts intersect. Anticipate this project will be completed within one year.</p> <p>Odu shared tentative date for retreat will be Saturday, April 23, from 9:00 – 1:00p.m. Additional information to follow. The projected outcome goal is to create an actionable plan from information gathered during retreat.</p>
<p>4)</p>	<p>Projected Activities for Spring 2022</p> <p>Brewster shared each of the Leads have identified a project to complete. Expressed the need to have the Interest Areas as a priority, as they will be launched in fall 2022. Need to make sure there is a connection for students and all areas throughout campus (Outreach, Marketing, ASG, Academic Senate, Classified Senate), are familiar with what they are and how they affect our students and college as a whole. Odu stated as the goal is to bring guided pathways to life by fall 2022, will also plan to connect interest areas to CCCApply. So that when a student initially applies for college, they become familiarized with this initiative.</p> <p>Brewster met with Hill and Smith to discuss concerns regarding webpage and ensuring information will be accessible to students. Plan is to develop specific support pages. Goal is to receive student feedback to ensure it is what they need.</p> <p>Brewster shared all tasks were prioritized based on putting interest areas as the focus goal for fall 2022. All activities reviewed by Brewster. Plans to complete by the end of spring 2022.</p> <p>Gonzales pointed out the need to identify the objectives that will carry over into fall 2022. Will use the information received at the Retreat to help guide the plans for fall. Additionally need to determine what the guided pathways structure will look like moving forward. Once work on Mapper is complete, can move focus towards an early alert system to be utilized by instructors and ASC. Lastly will need to identify funds moving forward.</p>
<p>5)</p>	<p>Discussion: Recruitment to develop Interest Area Canvas Shells for students and faculty</p> <p>The intent is to launch the Interest Areas to students by Fall 2022. The purpose of Interest Areas is to help students connect with others within their major and similar majors. The first set of master Canvas Shells will need to be developed for students sharing relevant resources and information to help them along their academic journey. The second set of master Canvas Shells will need to be developed for faculty sharing relevant recourses and information using the Interest Areas to help students. Six total Canvas Shell to be created at the end of project.</p> <p>The duration of the opportunity would last for up to one semester starting in March and ending late May 2022. Both faculty and staff are encouraged to apply. In order to complete the work, Brewster requested for 1 ESU to be awarded for up to three people to complete the Canvas Shell for students and 1 ESU to be awarded for up to three people to complete the Canvas Shell for faculty. For Classified Professions to would be up to 20 hours overtime. Approximate cost of project would be a total of \$6,500.</p> <p>Pecenco asked clarifying question if this work would be separate from what is already being completed in Social & Behavioral Sciences & Education IAST. If this work were identified as a separate project, then the student shell would not need to be built.</p> <p>Brewster to check back in with Pecenco by end of March, to figure out if this work will be completed within the SBSE to identify next steps. Intent is to not duplicate work.</p>
<p>6)</p>	<p>Review of organization of Committee Membership</p> <p>Gonzales explained when the initial description for the committee was created for the participatory governance handbook, the structure of guided pathways was different then what it currently is. Due to this, the description needs to be revised. As there were previously two co-coordinators for the program and now have one, essentially lost one faculty position. Ideally, it would benefit the steering committee to add one faculty member to make up for the lost position. Another point for consideration is creating a broader representation from different</p>

<p>interest areas. Murphy pointed out it was not a recommendation from ConC to make these changes. All agreed the need to edit the structure language to note GP has one coordinator. Murphy and Gonzales pointed out as a reminder when adjusting in one area of structure can lead to adjusting in other areas drastically. Odu pointed out the interest in including a counseling faculty into the steering committee. A considered recommendation from committee is to revise language to add one faculty designee from instruction and one faculty designee for student services. Brewster suggested for structure in the future is to create each of the IASTs into committees to encourage and allow faculty participation.</p> <p>After further discussion, the recommendation is to leave faculty participation for committee at three, Guided Pathways Coordinator, one Academic Senate designee from instruction and one Academic Senate designee for student services.</p> <p>Will bring back updated document to steering committee for final review and to make final recommended changes to College Council.</p>

V. **On-Going Business**

#	Item
1)	Updates on Areas of Focus
	<p>a. Onboarding Brewster shared Claros plans to review Onboarding workgroups assessment of onboarding that occurred last semester, develop 2-3 interventions and look into Career Ambassadors outside of CTE.</p>
	<p>b. Course Sequencing Brewster shared that Pecenco plans to compete maps for the part time, certificates and undecided students. Create chart of course offering in summer, verify and create chart of course offerings and participate with enrollment management to develop resources to assist department chairs develop schedules .</p>
	<p>c. Mapper Project - Inputting maps PD announcement Brewster shared that Cain reported the data clean up tool process is almost complete, so far have found minimal errors. Our average is lower than the usual minimum. Call went out for professional development to input maps for Classified Professionals. Have received several submissions. Plans to develop program pages in Program Mapper and program level videos for each program page. As we will not be able to complete all videos by the fall, will begin with Communications, Sociology and Exercise Science. Completion of all other areas will not be until fall 2022. Have identified the need to develop plan for updating Program Maps and a plan for updating program pages within the Mapper.</p>
2)	IASTs
	<p>a. Update: Mentoring program PD announcement STEM Mentoring Program has received many applicants; applications will be reviewed.</p> <p>Gonzales and Brewster share the Chancellors Office put out an opportunity to all college across the state to submit a letter of intent to be part of the I3 Mentoring Project. A team has been working on answering the questions that will be submitted along with the letter of intent. This effort would build off of the STEM mentoring project where faculty would learn how to utilize mentoring training, peer-to-peer, and expand across campus.</p>

- VI. **Announcements**
 - VII. **Adjourn – 2:49p.m.**
 - VIII. **Next Meeting: Tuesday, March 1, 2022**
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*** San Diego Miramar College Strategic Goals Fall 2020-Spring 2027**

- 1) **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
- 2) **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
- 3) **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision-making.
- 4) **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships.
- 5) **Diversity, Equity, and Inclusion** – Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

**** [ACCJC Accreditation Standards \(Adopted June 2014\)](#)**

I. Mission, Academic Quality and Instructional Effectiveness, and Integrity

- I.A Mission
- I.B Assuring Academic Quality and Institutional Effectiveness
- I.C Institutional Integrity

II. Student Learning Programs and Support Services

- II.A Instructional Programs
- II.B Library and Learning Support Services
- II.C Student Support Services

III. Resources

- III.A Human Resources
- III.B Physical Resources
- III.C Technology Resources
- III.D Financial Resources

IV. Leadership and Governance

- IV.A Decision-Making Roles and Processes
- IV.B Chief Executive Officer
- IV.C Governing Board
- IV.D Multi-College Districts or Systems.