

**SAN DIEGO MIRAMAR COLLEGE**  
**Guided Pathways Steering Committee**  
 Tuesday, December 5, 2023, 1:30 – 3:00p.m.  
 N-201

**Committee Members:**

Lisa Brewster, Adrian Gonzales, Michael Odu, Nessa Julian, Pablo Martin, Monica Demcho, Kevin Gallagher/Jennifer Aase, Jeanette Moore, Carrie Green, Tonhi Dinh, Joseph Rodriguez

**Vacancies:** Administrators:(0); Academic Senate:(2); Classified Senate:(1) designees; Students:(0)

**MINUTES**

- I. **Call to Order** – 1:31p.m.
- II. **Approval of the Agenda** - Motioned for approval by Julian, second by Demcho, approved.
- III. **Approval of Past Meeting Minutes**, 11/7/23 – Motioned by approval by Brewster, second by Demcho, approved.
- IV. **New Business**

#	<u>Item</u>
1)	<p><b><u>Counseling Proposal</u></b></p> <p>The discussion revolved around appropriately identifying the number for counselors there are in the general unit, pointing out the need to factor in special programs, other counselors’ assignments and sabbaticals when calculating available assigned contact hours for students. The need to serve new students and create educational plan is important to access and completion, while recognizing we still need to be able to meet the needs of continuing students. Ideally an ed plan would be created within the second semester of the first-year of college. Currently the college has 3,500 new, first-time students. Approximately 10-15% of those students are here to obtain certificates or professional development, with no intent to transfer. That would bring our number down to approximately 3,200 students that need an ed plan. Students need this guide in order to be successful. Vision 2030 requires for students to obtain an educational plan, in turn creating revenue for the college.</p> <p>Moving forward need to identify a starting point, knowing the number of counselors and what services can be offered to students. Need to find a middle ground with the resources that are available and meet the student’s need. Will require a shift in culture. Suggestion to explore different data and models, can reconvene conversation at a later time.</p> <p>Additional need to agree on how to pull apart the data and calculate the ratio of counselor hours. Gonzales’ recommendation to use 13 counselors when calculating a ratio.</p> <p>Aase pointed out the designed model will need to be vetted through the Counseling department. Gallagher added there is need to figure out if we keep the same projected outcomes. Gonzales reminded there is no identified hard timeline to commence meeting the new goal. Ideally would like to begin in Fall 2024, with the understanding and flexibility there is still additional exploration needed and development of a plan.</p>
2)	<p><b><u>Review proposal to combine committees (Student Services, Guided Pathways and Success Across the Curriculum)</u></b></p> <p>This is the first informal review of the drafted merger of the three committees. The workgroup that reviewed the committees consisted of representation from each, Student Services, Guided Pathway and Success Across the Curriculum. A crosswalk was completed to identify overlaps in membership, structure goals and responsibilities. The</p>

	<p>new proposed name is “Student Success Committee”. For the membership there is a suggestion for a rotating chair. The current membership is at 23 individuals, with the option to remove the VPSS and VPI after the first year if additional Administrators are not needed. The identified ex officio members were listed as such as they were identified as an important perspective, however since they are a single person office, it may limit their ability to participate. Gonzales went through and reviewed the draft membership, purpose and responsibilities. Martin pointed out the value in committee members potentially attending all three committee meetings to gain perspective and knowledge of feedback of the draft. General feedback from committee is that it looked good. Demcho would like to discuss the faculty representation with her area to see if there is a need to include a representative from DSPS and EOPS specifically. Martin reminded that Academic Senate has the purview to adjust roles or areas listed if deemed appropriate.</p> <p>Next steps: Each committee (of the three noted) will review the draft and provide feedback. The draft of the merger will be presented at the next College Council meeting on 12/12/23 for first review. First formal read will be in Spring 2024. Provide any feedback to Gonzales and Brewster by Friday, 12/8.</p>
3)	<p><b>Planning for 2024 &amp; beyond</b> Currently in the planning stages on how to move forward with guided pathways in 2024 and beyond. Intention is to host retreat the week prior to FLEX, on either January 18 or 19, 2024. This will be a venue for guiding pathways planning moving forward.</p>
4)	<p><b>Jets Jumps Start</b> The event will be held on Monday, January 22, 2024. The day of the event registration will begin at 10:00am for students, the resource fair will be from 10:00 – 11:00am, ACP orientation from 11:00 – 1:00pm, and the open house from 1:30-3:00pm. Students will be able to access their parking permits. The planning team is asking for department and club confirmation of participation by 12/13. Currently anticipating approximately 500-600 students. Incoming, first-time students will be emailed information for event on 12/11 when registering for courses at Miramar by the District Office. Second reminder will go out early January, with the final reminder being send on January 11. Registration for event closes on 1/13. Students will also be sent text invitations/ reminders. Martin suggested adding a promotional video from ASG to create a peer-to-peer connection.</p>

V. **On-Going Business**

	<u>Item</u>
1)	<b>Updates on Areas of Focus</b>
	a. <b>Onboarding</b> – No update
	b. <b>Course Sequencing</b> – No update
	c. <b>Mapper Project</b> – Counselors have identified all necessary changes. Cain will be updating the Program Mapper over the winter break. Gonzales reminded plan and timeline for updating needs to be developed.
2)	<b>ACPs</b> – No update
3)	<b>Budget Overview</b> – No update

VI. **Announcements** – Demcho reminded there is still time to sponsor-a-family or student. Gift buying timeframe ends December 8. Drop off location is the EOPS Office, K1-305.

VII. **Adjourn** – 2:57p.m.

VIII. **Next Meeting:** Tuesday, February 6, 2024 in N-201

- 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.