

# **SSSP-SEP-BSI-CTE-SEM Alignment Meeting**

**Monday, December 12, 2016**

**12:30 p.m. – 1:30 p.m.**

**N-206**

## **Minutes**

**Attendees:** Patricia Hsieh, Paulette Hopkins, Gerald Ramsey, Daniel Miramontez, Marie McMahon, Xi Zhang, Laura Murphy, Naomi Grisham, Briele Warren

**Absent:** Brett Bell, Lynne Ornelas, Mary Kjartanson

**Items:** **1.) Discussion on roles/responsibilities of the taskforce**

Hsieh said the taskforce needs a name and a charge. Miramontez said it is an official taskforce of PIEC, and had their last meeting Friday and shared this agenda of PIEC. Hsieh suggested adding Strong Workforce Plan (SWP) to the title to give support to Ornelas.

**2.) Discussion on overlap/similarities of initiatives:**

**a.) Results of theme analysis**

Miramontez said Zhang conducted a theme analysis and how they could align the initiatives cleaner. Zhang mentioned that she went into each plan and extracted the activities in those plans, and structured the activities by the loss-momentum phases in the planning framework, which shows horizontally what everyone is doing within each plan, and vertically, how the plans overlap. To work collaboratively, we can look at larger resources to support grant or initiative areas that are aligned with one another.

**b.) Results of literature review on effective integration strategies**

Zhang also did a literature review in terms of integration, and showed some examples. Xi noted that there were repeated themes across the board. McMahon asked if we would benefit from writing our own strategy, and Zhang responded that other institutions develop their strategies for their own gaps and goals, and we can learn from them to develop our own strategies based on our own gaps and goals. Our themes could include enrollment management, different collaborations of counseling and basic skills, following up on at-risk students, professional development, etc. By looking at such themes, we can see how to better align and address items strategically. Ramsey noted that they may want to take a look at the career piece and tracking/following up on student employment. Murphy commented that in setting up the alignment, it is done in line with the strategic plan, and Miramontez responded that it is part of their agenda. Murphy asked what is meant by integration or alignment of the plans (if it is funding, and how does it translate into integration of different funding sources), and Ramsey responded that this was more of a focus on integrating an alignment of different area processes and plans. Miramontez noted that

there was a possibility of streamlining and connecting everything in light of the student experience.

**3.) Discussion on aligning initiatives based on the student experience:**

**a.) Student lifecycle**

Miramontez reported that the goal is student completion, and all working parts contribute to this end. Zhang shared a diagram that outlined first-time students and their journeys at the college along a track, and how the different initiatives/areas contribute towards these journeys. This allows us to see the gaps and have a better idea in terms of where we can improve. Hopkins asked if there was quantitative analysis available to review, and Miramontez and Zhang responded that there was. Murphy noted that the diagram should heavily incorporate student learning outcomes.

**b.) Identify gaps and overlaps between services, projects, and funding sources**

**4.) Discussion on how taskforce will communicate to committees regarding alignment efforts**

It was agreed that the taskforce would communicate the information and diagram to their respective committees as chairs or co-chairs. Hsieh noted that the committees needed to be trained, and said for McMahon to stress this at the College Governance Committee meeting.

**5.) Set Meeting Agenda for Spring 2017**