North Seattle College Guiding Team
Held at North Star Dining Room
10/07/19

Attendees: Mari Acob-Nash, John Lederer, Christie Santos, Alissa Agnello, Aimee Brown, D'Andre Fisher, Pete Lortz, Leanna Border, Alice Melling, Jane Harradine, Anne Forester, Curtis Bonney, Ann Richardson, April Materowski, Brianne Sanchez, Sabrina Springer (student), Aryana Bates, Shireen Deboo, Emily Meoz, Willian Brown, Brian Palmer, Joel Wright, Stephanie Dykes, Jenny Mao, Melissa Mixon, Jim Jewell, Bill Holt, Christina Sheehan, Aaron Korngiebel, Sarah Fenton (student), Jeanette Miller, Christie Santos, Toni Castro, Kathy Rhodes, and Angelique Eklund

1. **Introductions- D'Andre Fisher**

    - Land Acknowledgement: D'Andre Fisher welcomed us with a land acknowledgement and shared that EDI is working on an acknowledgement that honors the Duwamish and Coast Salish peoples.
    - Personal introductions: Name, Pronouns, and Department
        o   Icebreaker – talk to someone outside of your work circle

2. **Agenda Overview & Goals- Aimee Brown**
    - Exploration of Core Theme One: Advancing Student Success – Stephanie Dykes reviewed Core Theme One results from 2016-2017, 2017-2018, 2018-2019 in 1.01, 1.02, 1.03, 1.06 since Guiding Team is the Liaison responsible for these, with Instructional Council responsible for some others.
        o   Peter L. – We are not creating task forces for each of the items in Core Theme One that Guiding Team is responsible for, but we are all responsible for making sure that we meet these goals.
    - Stephanie Dykes Stephanie Dykes shares that we need to be intentional in meeting these goals and identifying how we are going to do these because we are responsible for them in Accreditation.
        o   Jim J. - Do all of the Liaison groups know about their responsibility?
        o   Stephanie D. – Liaisons are responsible based on the E-Team VP they report to. Jim says that as Chair of College Council he never received this.
        o   Toni C. - Suggested that Stephanie Dykes would send the Institutional Effectiveness Plan to all Liaisons who are responsible for it.

3. **Questions from the September Retreat**

4. **"Parking Lot"**

    - Pete Lortz introduces the idea of the "Parking Lot"- questions that are not for current conversations but are percolating, please set the idea in the parking lot.

- o Jim J. – How do we communicate with other Liaisons about what work is being done to meet the other Objectives?

5. **Aimee provides overview for 2019-2020 Work Plan. Trainings and Updates; Deliverables; Determining Committee Work Focus.**

Program Mapping:

- Curtis B. - Final program maps? Is there going to be a moment when they're final? It seems as though program mapping is an iterative process. Yes, it is an iterative process.
- Bill H. - How does the work that is done here interact with the work happening across campus? Example, as we build these program maps how does that integrate with the CASS program? One example of something like this might integrate. Can you please give feedback?
- Aimee B. - The subcommittee that does this work will be engaging with folks across campus. Instructional Council/SS Meeting folks are also on Guiding Team
- Aryana B. - What does it mean that the Guiding Team is approving the Program Maps?
- (Aimee B.) - Many different folks are working on this and Guiding Team will give a final approval. Using the Pillars of Guided Pathways we will be able to approval as we are a group composed of experts in various places on campus.
- Jim J. – I was wondering if we have a strategy that updates are getting out to the affected groups?
- Jenny M. – Can the Deans share information with their staff/faculty?
- Aimee B. – Subcommittees will be used to do 'in the weeds' work. Don't be afraid of subcommittees! Subcommittees are driven by ideas generated at the Guiding Team retreat in September.
- Melissa M. - Our subcommittee work might overlap. I want to make sure we aren't duplicating work.

6. **Aimee B. – Subcommittees Descriptions**

Intake/Onboarding –New CTC Link is coming! Let's be mindful of it!
First Year Experience (Continuing)
Coding (Continuing)
Areas of Study (NEW)
Program Mapping (Continuing)
Light the Fire Experiences (NEW)

"Light the Fire" Experience:

- Jim J. – Students reporting experience the "light the fire" experience in their first year have better outcomes. I think that this needs to be research oriented and faculty-led. Run this work with what the non-GT are doing.
  - o Aryana – language #2, viewers and expectations (under "light the fire")
  - o Pete – Where would you put it?

- o Aryana – super exciting classes/events/inspire – however, class course offerings can be positive
- o Melissa – Can we have outside of NSC to help (AB – case by case); job shadowing, mentorships for students to bring in outside professionals (work as a judge).

7. **Aimee B. –Resource Committees**
Data and Research (new):
- Stephanie D. – Research and Data Group – title/ name change recommendation; more q's
  - o Stephanie D./Joel W. – Prioritization – prefer to not be on this committee (Focus Group; Organizing/Data)
  - o Aimee B. – Joel could potentially train people and then have others be in this group
  - o Stephanie D./Joel W. – recent experience – focus group training – write the report – time consuming; how will the information be used, what actions will be taken questions?
  - o Aimee B. – invite Stephanie or/and Joel to come to the first meeting to give input

8. **Aimee B. – Communications subcommittee slide description**
- Bill H. – Mapping student; rely on annual schedules; if we're going to build a map, we have to ensure that those classes are available. Ensure smooth student flow through. Are we going to publish annual schedules? Are we prepared to build annual schedules for the year to meet those Guided Pathways? Is there going to be a process in place for updated quality control? Are you coordinating with other instructor schedules? Do we have enough room for all of these Pathways?
  - o Jim J. – Coordinate /Dept. integration – common goal cooperation
  - o Christina S– working for the good of the students
  - o Curtis B. – Some students need an Ed Plan with Advising esp. for those who might not finish same timing.
- Pete L. – Publish 3 qtrs. ahead. All of your questions regarding the Program Mapping - that subcommittee will cover these questions and keep track. On Path students vs. the Off Path students (need more individual attention) – we'll get help with national/state input. State Board – the legislature has committed over $20 million 2020-2021 for Guided Pathways with the awareness that we would have to have low enrollment classes funded as a given. This is a cemented pathway (for securing the students so we have funding for this shift/transition.)
  - o Sarah F. (Student Body Pres.) – It would be helpful for students to be able to view course schedules for upcoming quarters for planning purposes.
  - o John L.: Students need to know what days/times are available for future quarters for at least half of the courses offered.

9. **Aimee B. – Annual schedule committee; (Different committees handling different issues) and Signing Up**
    - **Scale of Adoption**
        - AB- This doc is part of the work that you all did in Jan. (New Orleans); 5 sections under 4 different pillars; Hana Lahr, State Board collaborated to ensure that equity is large part of this work.
        - Timeline

10. **Break-out small discussion groups related to the Four Pillars:**
    - Aimee B. - today will get the updated SOA (Scale of Adoption) – you will have 2 weeks to considering updates with strict deadline of Oct. 23rd should have all feedback and changes.
        - Pete, D'Andre, Curtis and myself will review before finalizing it.
    - Pete – AACC assess areas/activities within each of those pillars. They AACC, SBCC (?) urge us to assess where we are at this time. We need to be honest. Part of the reason the State Board is asking us to do this is part of the legislative funds ($100K given to those not participating). Let's be honest in our assessment.
    - Aimee B- As you choose each pillar – determine if this is occurring - identify terms on doc.; explains how to check our progress.
        - Shireen D. – I'm unclear – are we indicating what we want or what is happening now. I also don't know that all of us are clear on what we are doing or not doing.
        - Pete L. – We're working across departments, divisions, areas, etc who are working on scale of adoption so that we have a clear snapshot of what is happening on campus.
        - Aimee B. – We'll give you two weeks to get back to us.
        - Curtis B. – What's happening once that part of this is filled out?
        - Aimee B. – Yes, some of this work was done by this group earlier in the year. January. This is our third time filling this out. Yes, please revise if this is old information! All pillars have a facilitator. We'll be taking notes.