

Guiding Team Meeting November 4, 2019

1. Land Acknowledgement
2. Ice breaker exercise
3. Updates: Year One Complete of Title III Grant
 - a. Year one: October 2018- September 2019
 - b. Year two: October 2019- September 2020
4. Updates: Scale of Adoption (Aimee)
 - a. Thank you all for your work--submitted Friday, Nov 1 to the State Board (note: this Scale of Adoption focuses on where we are on pathways work and is a requirement for funding in 2020-2021).
 - i. Received email confirmation that it was received
 - b. State requirement
 - c. Next Steps:
 - i. Call from state board for the Brown Bag Lunch Team
 1. Using this document, the Guiding Team will create a work plan due in March
5. Updates: Coding (Aimee)
 - a. Subcommittee meets about monthly to work on program coding (i.e. if a student is coding as pursuing an Associate of Arts degree, Associate of Business, etc.)
 - i. Origins of the group started from program mapping. For the first time, program maps are being created for associate of arts with emphases. These need to be tracked so we know what a student is pursuing. (i.e. We will be able to start tracking if a student is pursuing an AA with an emphasis in history and following that program map instead of only knowing they are working on an Associate of Arts degree.)
 - ii. South asked for recommendations on this district wide transfer programs coding system, so North became involved.
 - iii. Group purpose: Looking at how to implement new transfer coding and how other processes/codes are affected.
 - b. The group explores questions like: how do we implement these codes, how do we update our coding, processes in general.
 - c. The group mapped out who touches program codes on campus (not all offices/people have the ability to change a student's program code). Identified a freeze date when coding is "frozen" at that point in the quarter.
 - d. Working on proposed language for students to confirm their program code when they register each quarter
6. Update: Program mapping (Aimee)
 - a. Completed programs:
 - i. Communication Studies
 - ii. Residential and Commercial Property Management BAS

- iii. Real Estate
 - iv. Medical Assisting
 - v. Chemistry
 - vi. Int'l Programs IEP
 - vii. Sociology (began fall 2019)
 - viii. ABE on ramp to each area of study
 - b. In progress:
 - i. Engineering
 - ii. Art
 - iii. Business
 - iv. History
 - v. Psych (began fall)
 - vi. Electronics (began fall)
 - vii. Biology (began fall)
 - c. Goal: Finish with version one of all maps fall 2020
 - d. Looking for programs to map winter quarter!
- QUESTION Alissa Agnello: Will there be a call to larger campus?
- a. Aimee: Aimee to meet with deans individually

7. Updates: External Evaluator (Aimee)

- a. Coming Monday, November 25
 - i. Susan Tinker is the external evaluator hired by the Title III grant. She is also the external evaluator for south and central colleges
 - ii. Will write up a report on progress thus far on Title III work and improvement recommendations.

8. Updates: Activity Three (Increase Student Access to Key Campus Services and Resources)(Pete)

- a. Part of this activity includes the relocation of IT help desk and computer lab to a more visible part of campus
 - i. Goal for later on in the five years, but looking at space and locations. Library was suggested but not likely.
 - ii. As early as 2020, may bring a group together to talk more about this.
- b. Contract with graphic designer for EWC materials
 - i. Pair Title III with additional wayfinding funds we have for signage
 - ii. QUESTION Jim Jewell: Is this money in addition to the funds that were discussed on Presents Day?
 - iii. Pete: Signage Grant is in addition to Title III funding
 - iv. Follow up: How will those funds work together?
 - v. Pete: Cabinet and e-Team to determine next steps and key stakeholders
 - vi. Follow up: How does a graphic designer help increase student access?
 - vii. Aimee: Materials to make sure people know about the EWC, to better help understand all of the resources that are there.
 - viii. Bill: What is the current perception of the IT help desk issue?

1. Ann: This was an issue Identified by Cindy Riche (prior position: IT Director at North, now Associate Vice Chancellor and Chief Information Officer). Wanted a small capital project to add to the Title III project to balance out the budget. This was identified as a need because the computer lab is at the far end of campus. It's important to make it more accessible to students.
2. Pete: wasn't here when this was written, but knows about the perception that the IT folks' locations are disjointed and spread out. IT staff continue to request consolidation for their own benefit. Staff and student surveys show feedback that IT services is hard to track down.
3. Shireen: Is it IT's goal to be "behind closed doors" service?
4. Pete: No, and specifically IT says they're not. They want to be public-facing. The ideal for IT is that there's one place for all IT services that includes a computer lab. Non-front facing staff would be located nearby, similar to library set up, but accessible to students. IT services is concerned that they are being viewed as closed doors.

9. Updates: District(Pete)

- a. District Pathways work
 - i. Large district Guiding Team with members from North, South, and Central
 1. Meets quarterly: Pete Lortz, D'Andre Fisher, Caroline Pew, Alex Abeyta, Aimee Brown members
 - ii. Still working together to figure out how to work as three colleges.
 - iii. Identified task and timeline works well; figuring out the bigger picture items like how Pathways fits with SEEM (strategic enrollment equity management), etc, and is still in progress.
 - iv. Working on longer term processes like First Year Experience, etc.
- b. There is also a district lead team with 2 from each college, 2 from the District
 - i. Aimee Brown and D'Andre Fisher members from North
- c. Seattle Central received Title III grant beginning Oct 2019
 - i. All three colleges have college-specific grants with commonalities and so we're seeing where we can come together.
 - ii. Focused on FYE and English Directed Self-Placement
- d. Pathways/Communications District Committee
 - i. Melissa Mixon, Leanna Bordner, Aimee Brown
 - ii. Working on reconciling paper program maps with information on the website
 - iii. QUESTION Aryana: Accessibility and PDF Maps?
 1. Aimee: yes, that's something we need to talk about and work on.

10. Updates: State Professional Development (Pete)

- A. Nov 6 Student Success Institute-Anna Schindler and Aimee Brown attending
- B. Upcoming: January 15 Winter Student Success Institute. Guiding Team members will get an email about this.

11. Updates: Part Time Student Group (Aimee)

- A. Grant from Seattle Jobs Initiative
 - i. Team: John Lederer, Megan Mihara, Brian Palmer, Aimee Brown
- B. Investigating why PT students are PT and strategies to work with this population.
- C. John: additional background, SJI got a grant and wanted to use it toward increasing retention and student success at community college. Reached out to all three colleges and North won. \$10k given to investigate low-hanging fruit that can help improve student persistence and completion. The plan is to come up with a strategy, watch how it's performed and then look into scalability. We will have focus groups to find out how decision to be part-time was made, what factors involved and pose scenarios.
- D. QUESTION Jane H: do we have stats that tell us PT students complete less frequently?
 - i. John: Yes. Depends on a variety of factors. Income and PT status in both transfer and prof/tech students.

12. Updates: 100 Day Project

- A. Summer projects:
 - i. IBEST Canvas shell - presenting in December
 - 1. As IBEST expands, making sure to create a Canvas shell to share and not reinvent the wheel.
 - ii. TILT Business class - presenting in December
- B. Fall Projects
 - i. Math placement test
 - ii. TILT workshop group
- C. Projects for winter: Application will be sent out mid-November

Sarah Fenton: wants to connect students for focus group work/subcommittee work. Wants to get more students involved. Aimee and Sarah will meet.

Subcommittee Meetings

2-3 p.m.

Areas of Study Subcommittee: fleshing out the programs under each area of study meeting in President's board room

First Year Experience meeting in NS Dining Room

3-4 p.m.

Program mapping meeting in NS Dining Room

Light the Fire meeting in IB 2350C

Research and Data meeting in President's board room