
Guiding Team January Meeting

Monday, January 25, 2021

Presenters and Facilitators

Aimee Brown, *Director, Title III*

Toni Castro, *Vice President for Student Services*

D'Andre Fisher, *Associate Vice President, Equity, Diversity, and Inclusion*

Karlee Ikebara, *Part-time Faculty*

Christie Santos, *Associate Director, Equity, Diversity and Inclusion*

Leanna Bordner, *Assistant Director, Advising*

Dr. Stephanie Dykes, *Executive Director, Institutional Effectiveness*

Dr. Mari Acob-Nash, *Dean, Student Leadership and Multicultural Programs*

Ben Dunkmann-Howlett, *Manager, Capital Projects*

Bill Holt, *Full-time Faculty, Business*

Brian Palmer, *Dean, Arts and Humanities*

Land and Labor Acknowledgement

Julius Rodriguez

Centering as a Community

Christie Santos

Announcements and Updates

- Guiding Team Membership - Toni Castro
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- Welcome Terence Hsiao (VP for Administration), Annie Garrett (covering for Jessie Cooley while he's on leave), and Caroline Conley (replacing Shireen Deboo)
- Recent Relevant hirings - D'Andre Fisher
 - Catherine Thomas, Kendall Cook (Directors of LSAMP and TRIO grants)
 - No February Guiding Team meeting
- Student participation in Guided Pathways subcommittees - Aimee Brown
 - Goal to have at least one student from Student Leadership and one student not from Student Leadership on each subcommittee
- Program Mapping - Aimee Brown
 - Finish revisions this quarter for program maps
 - Thank you to all who have contributed
 - Reviewing maps through Guided Teams
- Title III Annual Performance Report - Aimee Brown
 - Thank you to Joel Wright and Stephanie Dykes for all the research data
- State Guided Pathways Coaches - Toni Castro and D'Andre Fisher
 - Michelle Andreas, VP for Instruction at South Puget Sound Community College
 - Dr. Mary Spildy, retired President from the Portland Community College system and highly regarded leader ("Achieving the Dream" Coach)
 - Pete Lortz, D'Andre Fisher, Dr. Chemene Crawford, and Toni Castro met with GP coaches and highlighted the accomplishments at North through EDI, Title III, Guided Pathways work
 - Next steps is to meet (April) with our GT Leading Coaches at North
 - Guiding Team converse with State GP coaches
- Centering Equity work - D'Andre Fisher
 - Acknowledge the work we've done at North Seattle College
 - State we are going to work with equity
 - Map out as GP team and define EDI
 - Social Identities workshop previously
 - Research for closing equity gaps
 - Thank you to each and everyone who have helped with this
- New Faculty Liaison Position - D'Andre Fisher
 - Applications received from great candidate pool

Work Plan (a living document) Introduction and Report Out

- Timeline: Each current/active subcommittee submitted a work plan for work to be completed Winter 2021 through Summer 2021.
- Purpose: To reflect on the purpose of the subcommittee, have a plan on what to accomplish this year, tie the plan into campus equity goals and understand resources are needed.
- Sections: What milestones/goals should be completed each quarter, who are the members of each group, outcomes, alignment with equity goals, bench marks, resources needed.
- Note: these are working documents
 - SharePoint: <https://scedu.sharepoint.com/sites/NorthGuidingTeam>

Subcommittee updates and highlights: Report Out

Part-time faculty engagement - Karlee Ikebara

- Report out- getting started this quarter
- Individual interviews with some part-time faculty
 - Barriers to being engaged in our community at North
- Gathering prior data
- Openings to join our subcommittee
- Send me emails on ways part-time faculty can engage

Trauma Informed Care - Christie Santos

Project Scope – Our overall aims

- To educate and advocate about Trauma Informed Care principles to all campus levels
- Change campus culture by building trauma awareness and centering BIPOC students

Our Project Supports Student Success

- Reducing trauma increases learning capacity and student retention, particularly for BIPOC students most impacted
- Reducing trauma reduces burnout and increases engagement among staff and faculty
- Building a sense of belonging through a trauma informed approach also increases retention.

Our Project Centers Equity Work

- Centers BIPOC students and supports the effort to close equity gaps
- Centers the student in their own success plan
- Addresses that our institution (NSC) is a traumatizing place, and we take responsibility for ameliorating those effects on students.

Metrics and Deliverables

- Data-driven success metrics
- Students, faculty, and staff's feelings of physical and emotional safety on campus (remote or otherwise) --*faculty engagement survey*.
- Increased awareness of Trauma and Trauma Informed Care (*number of presentations given and attendance*).

Deliverables

- Greater student retention disproportionately affected populations (BIPOC, LGBTQ, Disabled) to meet the retention goals of title III (measured throughout enrollment and completion numbers).
- Students/faculty/staff feel more emotionally and physically safe on campus (surveys/questionnaires)

2020-2021 – Building Awareness and Capacity

- Winter Quarter Milestone(s)
 - Build cross campus trauma awareness in presentation & assess student need
- Spring Quarter Milestones(s)
 - Continue to build cross campus trauma awareness

- Assess student TIC needs
- Summer Quarter Milestone(s)
 - Continue to build cross campus trauma awareness
 - Further training for TIC: Implement mental health first aid training (bring others in—a new buddy) and/or Javelin Hardy
 - Capacity building within sub-committee

In the coming years, we want to become a consultation body that supports the campus. Please check our Professional Development Day for Trauma-Informed Care information

Coding - Aimee Brown

PROJECT SCOPE AND STUDENT SUCCESS

Project Scope – Our overall aims

- Ensure accurate program coding that happens at North Seattle College including:
 - EPC codes --> Program Plan Stack
 - Unusual Action codes, and --> Student Groups and Attributes
 - Holds/blocks on student accounts. --> Negative Service Indicators
 - Advisor ID codes --> Committees or Events
- Responsible for creating the coding systems that will be used for ctcLink once that system is online in February 2021.

Our Project Supports Student Success

- This subcommittee supports student success because it helps students understand what they are studying and the institution understands what they're studying so we can better support and guide them towards their goals.

Our Project Centers Equity Work

- Centers BIPOC students and supports the effort to close equity gaps by understanding which students are coded and why

2020-2021 – BUILDING AWARENESS AND CAPACITY

Winter Quarter Milestone(s)

- Maintain coding process (including for new codes and with ctcLink)
- Conduct more subplan research

Spring Quarter Milestone(s)

- Review any challenges/problem solve with coding in CTCLink

Summer Quarter Milestones(s)

- Make subplan/alternate tracking decisions
- Create quarterly calendar for coding based on CTCLink

Program Mapping -Leanna Bordner

- Milestones
 - Fall/Winter

- Reviewing and finalizing maps
 - Area of Study (AoS), Exploratory/Undecided maps or materials
 - Reviewing other WA CTCs materials for comparison
 - Transitional Studies representation on maps and web
 - Continue student focus groups
- Spring
 - Develop AoS and Exploratory maps and bring to coordinators for feedback
 - Create a distribution/marketing plan and launch program maps
 - Tracking classes on maps
- Summer
 - Revisit some parking lot questions around annual review of maps and the use of program planning guides
- Challenges
 - Time and people
 - Institutional change; time of unknowns
- Positives
 - Engagement across campus!
 - Great conversations and decisions keeping equity and student experience in focus.

Research and Data - Dr. Stephanie Dykes

(John Lederer, Joel Wright, and Dan Tarker)

- SBCTC Guiding Principles
 - Guided Pathways requires urgent, radical, equity-minded, transformational organizational change.
 - Guided Pathways requires a culturally responsive commitment to racial and social equity by dismantling systemic policies and practices that perpetuate inequities.
 - The voices of students, faculty, staff and community members are essential to fully engage in adaptive problem focused inquiry processes leading to meaningful action and sustained systemic change.
 - Guided Pathways requires intentional collaborative learning through partnerships, professional and resource development.
 - Guided Pathways requires a focus on learning and outcomes aligned with community values and industry needs.
- Project Scope/Boundaries (what is specifically included or excluded in this project?)
 - Serve as a support/ work group for other committees' data and information needs.
 - Code first-year experience students so we can analyze their academic record going forward. Note: Fall 2021= when first year experience will begin.
 - Data-driven analysis to support Guided Pathways interventions/activities.

- Demographic/ statistical analysis looking at differences between persisting students and non-persisting students.
 - Survey of non-persisting students to identify reasons students do not persist and resources that may have enabled them to persist.
 - Also, look at students who left and came back - why they left and how they were able to return.
- List other initiatives/projects/committees connected to this project:
 - Areas of Study
 - Coding
 - Program Mapping
- Student Attrition Surveys
 - Students who leave and students who stay
 - Comparative analysis of students who persist and those who do not persist
 - Student attrition survey role into spring
 - Returner or persister survey
 - Summer - Coding of students post first-year experience

Intake and Onboarding, Orientation - Dr. Mari Acob-Nash

- Winter 2021 - Define purpose
 - Focus on what the all-student orientation program will look like
 - How will this support student success?
 - Research suggests that students that attend orientation, they are retained.
 - AoS - breakout groups and talk about their program maps
 - Develop peer networks in same AoS to
 - increase student engagement which may lead to higher retainment.
- Spring quarter - TILT design for all- campus orientation
 - Build calendar with timelines
- Summer quarter - Prepare for Fall All-Student Orientation 2021
 - Summer - Pilot run

First-Year Experience (FYE)- D'Andre Fisher

- Closing Equity Gaps Focus - D'Andre Fisher
- FYE - Beginning Phase through First Year
 - Pilot to address broader and in alignment with Intake and Onboarding
 - Center our librarians and counselors
 - How to create a cohorts for our first-year students
- Pilots District-wide with same frameworks
 - Centering men of color students
- Student Services - Dr. Jenny Mao
 - Financial Aid FAFSA - Encourage everyone to apply
 - From FAFSA moving through Registration, Intake, Orientation, Advising
 - AA Degree-seeking students
 - First Gen students

- BIPOC students
 - Trio
 - Seattle Promise
- Undecided
 - Human Development 101- Orientation to College
- How to create/design/support FYE program
 - First Gen
 - BIPOC
 - TRIO
 - Seattle Promise
 - WorkForce Ed
 - BTS
 - ABE
- Library Introduction Course
 - ABE students
 - First Gen students
- Presentation March 23rd overlapping work - great! - Toni Castro

Library program -Research tools for students - Caroline Conley

- Winter quarter pilot for lower credit class - learn resource tools
- HPC course sequential scaffold series - Aryana Bates
 - TRIO
 - Seattle Promise students
- Developing program district-wide
 - February presentation to President Crawford (D'Andre Fisher)
 - North able to be the first to pilot this for Fall 2021

IT Help Desk and Computer Lab Update

Computer Lab on campus - Ben Dunkmann-Howlett

- Redesign to improve in a multi-phase approach with the intention to transform first floor of College Center into a student focused service space.
- The Title III grant will provide funding for a new IT Help desk and computer lab on the first floor of the College Center building that will serve a dual purpose as the library classroom during the library remodel. After the library remodel, the computer lab will continue to stay on the first floor of the College Center building and the IT helpdesk will expand.
- Aryana - Great to have the Title III funding to help us serve our campus in this way.



Technology -CTC Link Updates

Bill Holt (Faculty deployment lead) and Brian Palmer (campus deployment lead)

- Help faculty get up and running
- Bill - Acknowledging everyone's hard work and progress made.
- Faculty Training and accommodation for CTC Link (joined with other campuses).
 - Faculty center button and self-service are the two most used areas. This is a work in progress.
- Brian - Campus Deployment Lead for CTC Link for North
 - Supporting staff who may have to answer questions from faculty
 - CTC Link will not change everything, some items will remain the same
 - Log into PC on campus
 - Email
 - How we order textbooks
 - Starfish
 - Canvas Dashboard