January Guiding Team Meeting Minutes

1. Advising Guiding Team Update by Leanna Bordner and Emily Meoz

- There has been a shift in Advising to "Area of Study Assigned Advising"
  - Students are assigned to one dedicated advisor based on their program and last name.
  - Benefits:
    - Advisors can contact their specific caseload and send out mail merge emails 5/6 per quarter.
    - Students have opportunity to have same advisor from entry through graduation
    - Students have a single, consistent point-of-contact for regular communication, progress checks, connections
    - Students can receive more relevant communications/information about opportunities in their Area
    - Advisors develop an increase in programmatic expertise
    - Fosters opportunity for continued relationship building and communication between advising and faculty/deans
- Started in Fall 2017 because advising knew that Guided Pathways was coming to the college.
- Advising created student learning outcomes and a post-appointment survey for assessment
  - Students can identify their program of study
  - Students understand how their degree, program, and prerequisites fit in their educational plan
  - Students utilize technology that will assist them in achieving their educational goals.
- Mission: To guide students to take ownership of their educational goals through collaboration and achievement-focused, student-centered support.
- Students can see advising through appointments and walk-in advising. Appointments are scheduled through Starfish (where students can log in and see their support network and schedule appointments 24/7. Starfish can also track student progress.)
- Advising staff
  - 7 advisors advising 1-3 specific Areas of study
  - 1 undecided student advisor helps student identify their pathway
  - Special population advising
    - 1 advisor for workforce education funded students
    - 1 advisor for Seattle Promise (retention specialist)
    - 2 running start advisors
- Future opportunities
  - Align with Seattle Colleges Areas of Study
  - Continue to collaborate with faculty to create program maps → and then implement
  - Increase intentional outreach to undecided students
  - Assess student learning about Areas of Study advising
- Challenges advisors face
  - Advisors must be both generalists for drop in appointments and specialists with their assigned area of study.
  - Retention of advisors- happens at all community colleges. Advisors see MANY students.

2. Subcommittees gave updates:

Coding

- Group trying to figure out how coding interacts with CtcLink. There are some challenges trying to make pathways coding work with CTClink.
- Working across the district to get pop up language at registration on who isn't coded correctly
- Working to continue collaborating across different departments

Intake and Onboarding

- First meeting during December guiding team meeting
- Worked on developing a definition of intake and onboarding: "The process of getting enrolled in college courses to be ready on day one of school which should create a sense of belonging. Includes: Admissions, Registration, Funding, Testing, Orientation, and Advising."
- Subgroup went to Clover Park Community College to view their orientation and intake process and will present learnings to that community college.
- The Intake and Onboarding subcommittee will share learnings at an upcoming IC/SS (instructional council/student services joint council) in late February.

First Year Experience

- Last quarter: Finalized "learning outcomes" for what a first year experience means across the district.
- The group is figuring out a "modality" for what a First Year Experience is by researching best practices across the country for different modalities (such as: first year experience courses, modules, embedded first year experience in courses).

Area of Study

- Subcommittee has completed a drafting an assignment of each NSC program and common major field of study to an area of study.
- We are also identifying "related programs" for each area of study so that students and staff who look in the wrong area of study for a program can be directed to the correct one, e.g., Physical education (Health and Medical) appears as a related program in Education and Human Services.
- We will be conducting a focus group of students to make sure we have anticipated all of the common "mistakes" students might make when looking for a program so we have the right related programs listed under each area of study.
- Need to reconcile our assignments with those of the other Seattle Colleges. For instance, we are putting economics in Social Sciences and other colleges are putting it into Business and Accounting. There are likely other similar discrepancies which need to be consistent.

Light the Fire

- Group is exploring best practices for "light the fire" experiences in the classroom that inspire students.
- This subcommittee is most focused on having student focus groups: ELL students, recently-completed or close to completion, and former students who now work for NSC.
- Group will work on creating a tool kit.

Program Mapping

- Current groups working on program mapping winter quarter: Art, Business, Electronics, ESL, Early Childhood Education, Pre-nursing, Pre-med/dent/pharm, Environmental Science, IT, Physics, Political Science
- Going to be hiring someone to turn the "pretty program map" Indesign document into an easier to edit word document
- Shan Lackey, Leanna Bordner and Aimee are presenting at League for Innovations conference on work creating Adult Basic Education onramps to college coursework in every area of study. These onramps give students an opportunity to move from ABE coursework intentionally to college supported and giving the students a chance to explore within each area of study.

Research and Data

- Determined our first priority area of research is a student attrition study.
- The study will have two parts: a survey of students who started and left NSC after only one quarter, and a comparison of the characteristics of students who left after one quarter with those who persisted longer.

2:00-3:00   Subcommittees Meet:

- Intake and Onboarding
- Light the Fire
- Research and Data

3:00-4:00   Subcommittees Meet

- First Year Experience
- Areas of Study