South Seattle College's Guiding Team

Tuesday, December 10, 2019: 12 p.m. – 3 p.m.

President's Boardroom: RSB 30

Minutes

MEMBERS PRESENT:

Rimando-Chareunsap, Irey, Barrientos, Dempsey, Hasegawa, Wade, Allen, Calonzo, Samatar, Compton, Barzen, Bowers, Rupik, Gandham, Hankinson, Hu, Lopez, Kikuchi, Soltis, Yedlin, Knappenberger, O'Brien

MEMBER ABSENT:

Woodmansee, Manning, Swenson, Flajole, Murcia, Johnson
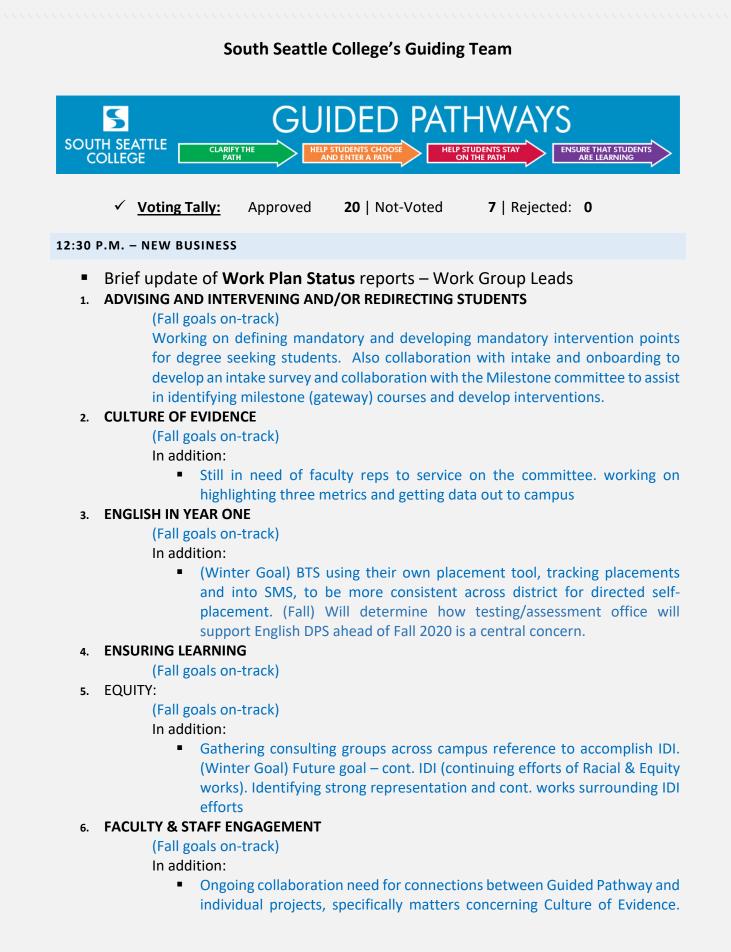
MEMBER GUEST:

Albritton

ACTION ITEMS

- Before January 14, 2020 meeting, review prior minutes from December 10, 2019
- Approve November 12 Guiding Team minutes

12 P.M. – WELCOME & LUNCH

- Find your lunch and get settled
- Land Acknowledgement:

  "WE WOULD LIKE TO ACKNOWLEDGE THAT WE ARE ON THE TRADITIONAL LAND OF THE FIRST PEOPLE OF SEATTLE, THE DUWAMISH PEOPLE PAST AND PRESENT, AND HONOR WITH GRATITUDE THE LAND ITSELF AND THE DUWAMISH TRIBE."

- As of December 10, 2019, all *present members* approved correction made on meeting minutes from October 15, 2019.

South Seattle College's Guiding Team

✓ **Voting Tally:**   Approved   **20** | Not-Voted   **7** | Rejected: **0**

- Brief update of **Work Plan Status** reports – Work Group Leads
1. **ADVISING AND INTERVENING AND/OR REDIRECTING STUDENTS**
   (Fall goals on-track)
   Working on defining mandatory and developing mandatory intervention points for degree seeking students. Also collaboration with intake and onboarding to develop an intake survey and collaboration with the Milestone committee to assist in identifying milestone (gateway) courses and develop interventions.
2. **CULTURE OF EVIDENCE**
   (Fall goals on-track)
   In addition:
   - Still in need of faculty reps to service on the committee. working on highlighting three metrics and getting data out to campus
3. **ENGLISH IN YEAR ONE**
   (Fall goals on-track)
   In addition:
   - (Winter Goal) BTS using their own placement tool, tracking placements and into SMS, to be more consistent across district for directed self-placement. (Fall) Will determine how testing/assessment office will support English DPS ahead of Fall 2020 is a central concern.
4. **ENSURING LEARNING**
   (Fall goals on-track)
5. EQUITY:
   (Fall goals on-track)
   In addition:
   - Gathering consulting groups across campus reference to accomplish IDI. (Winter Goal) Future goal – cont. IDI (continuing efforts of Racial & Equity works). Identifying strong representation and cont. works surrounding IDI efforts
6. **FACULTY & STAFF ENGAGEMENT**
   (Fall goals on-track)
   In addition:
   - Ongoing collaboration need for connections between Guided Pathway and individual projects, specifically matters concerning Culture of Evidence.

Corresponding to facilitating, and being intentional and reasons to why carry on such efforts.

- knowing and understanding that VP's are included and engaged in project efforts and keen to direct connections of each projects. Guided Pathway awareness survey to be in effect by (late Fall/early Winter).

7. **INTAKE & ONBOARDING**

    (Fall goals on-track)

    In addition: (Fall Accomplishment)

    - Identified intake & onboarding was effective and transitioning people from one dept. to another, specifically relying at the welcome center and dept. developments align with communications and projects around tools that are effective. Another focus – Collaborations with advising team to better support student's efforts. needs to support the welcome center and the type of message obtained and influences.
    - Expansion of information sessions to transfer and building advising content and focusing on website updates and program existence i.e., outreach, area of study and personal orientations.
    - (Winter Goal) Looking ahead – Continue work around intake survey, personalizing questions tailored to students and understanding concepts of intake survey – refine and develop questions, collaborate with financial aid and other work groups. Goal is to compile information and lunch survey to have inclusive information for students' intake.

8. **MATH IN YEAR ONE**

    (Fall goals on-track)

    In addition:

    - Budget needs are being met, dept. on track for this Winter.
    - (Winter Goal) To implement one section of statistics and one section of pre-calculus Spring 2020 with the co-requisite model

9. **MILESTONE COURSE**

    (Fall goals on-track)

    In addition:

    - (Winter Goal) Continue work to determine specific milestone/gateway classes and the need for faculty support to guide student in accomplishing classes. Data access to obtain data intel and evaluate per Culture of Evidence (i.e. *prerequisite* to 101 data dashboard training). Identify approaches for faculties to pursue better results.

10. **MONITORING & TECHNOLOGY**

(Fall goals on-track)

In addition: (Fall Accomplishment)

- Continued efforts for finalizing south master coding list
- Starfish moving along, and collaborating with another dept. i.e., advising.
- (Winter Goal) Identify how to apply new coding (EPC) system, piloting new codes with new to South incoming students winter 2020. - Continue assessing coding for student identifications to know who these students are and where in the South pathways.

11. **SCHEDULING & PROGRAM MAPS PROGRAMS**

(Fall goals on-track)

In addition: (Fall Accomplishment)

- Mapping – On hold for now. First round of maps published on website. Scheduling – (decreased 5 to 2) supported by collaborations with faculty and Deans. Challenges – Not having position authority to move work groups forward, i.e., complexity regards to the evening programs. Propose to have centralize scheduling, and reconvene summer group and for winter do annual scheduling works.
- (Winter Goal) To collaborate on campus work groups review. Goal is to find solutions to (Fall) challenges of not knowing what is happening before the end of the year, so annual scheduling is recommended beforehand.

12. **STUDENT VOICE NEEDS ASSESSMENT**

(Fall goals on-track)

In addition: (Fall Accomplishment)

- Student Voice – for Winter – Guiding Team to focus on student voice, and hoping to have students alongside the committee and open to another team who want to support student voice works.
- Open to support training via workshops, and having solid foundation for student engagement, data, other works, and faculty involvement. Also, support services are welcome, needed and open to anyone who wants to support student voice.
- Develop relationships between students and faculty thus faculty can better represent student's improvement in necessary education pathways.
- (Winter Goals) Hire students to support student voice & projects and have them be represented. Review updated Student Ambassador job description and model step back consulting.

1:30: - Identifying work plan needs, challenges and early success

- Action: Step back consulting activity (experiment) set in a group numbered setting divided into Problem & Solution setting.
    - Ask about types of work plan and defined each priority (i.e., Guided team will need time to invest in the training and development before committing to the work groups)
    - Figuring out scheduling, and focus onboarding and figuring out the time/when to aim distribution of student survey/information gathering.
    - Define tiers of student engagement and identify and facilitate type of project and necessary time needed to invest.
- Goal: Problem solving challenges and sticky issues faced by work groups
    - Goal – plan student engagement/student voice, identify where to start and what to do with raised questions

GROUP DISCUSSIONS:

- **Problem** – Challenge how faculty fits in the overall of scheduling and working with Deans across the problem.
    - So much extra work, and hard to understand all, will need help on how to focus and main goals. Such as enrollment is extremely low, solution is to identify ways to track data – both in course development and career success (explorations).
    - Challenges in choosing a major, and how to incorporate into the coding tools, and getting the right faculty and team to channel the task.

- **Solution** – Understanding student challenges surrounding course pathways and coming up with creative ways to meet advising challenges (setting triage canvas/workshops that aid student challenges/questions)
    - Require action to be taken by advising – via accessible tools, group sessions etc.
    - Canvas modules participation by all students to have college success stories
    - Faculty also to play the role and create a team through the canvas workshops
    - Examine work being completed and being critiqued by another member/faculty, in the context to determine the time spent in advising on the basis (unbiased) that surrounds student (i.e. what is mandatory advising…explore deep)

3:00 P.M. ADJOURN