Guided Pathways
Steering Committee
Meeting
Meeting Sept 19, 2024
3:00 – 4:00 p.m.
Zoom

Committee Faculty Leads:
Keenan Giles, Lucas Cuny, Samantha Homier, Gabriel Martinez-Lazaro

Committee Members:
Patty Quach, Dina Humble, Olivia Rosas, Joanna Oxendine, Rania Hamdy, Andrea Hecht

Present:
Patty Quach, Dina Humble, Keenan Giles, Sam Homier, Gabriel Martinez-Lazaro, Olivia Rosas

Discussion Topics

- IMA Fellowship Cohort Model - Recap and Implications of/from Summer Project (Team of 5) - Mergers and Schedule for Fall 2024/Spring 2025	Keenan spoke about the following topics that the summer committee worked on over the summer:

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  * Develop calendar of "Career and Academic Pathways (CAPs) Engagement Activities"
    o Align CAP/Division/Department activities and events to Academic Calendar AND "The Metrics" (ie "Wolverine Welcome Day", "Open House", "Getting to know your General Education", etc.)
    o Evaluate current practices to determine how they can be scaled/duplicated, in more of an "institutionalized" manner
    o Determine key individuals necessary to create sustainable programing/practices as it relates to CAPs Engagement
    o Explore/develop "CAPs Communications Teams" (collaborative effort between Instruction, Student Services, and Office of R.P. and I, as well as others)
  * Refine Counselor Liaison Model Proposal
    o Evaluate current practices (or lack thereof); develop model that aligns with CAPs and works with "The Metrics" and CAPs Engagement Activities (incorporating the afore mentioned as appropriate)
    o Establish a core group of individuals willing to build the foundation of what can be implemented moving forward
  * Update Lightcast career information and connection to SBVC Majors/Programs
    o Evaluate Lightcast/Career field/Labor Market information; "connect" applicable fields to programs of study/preparation @ SBVC
    o Update information displayed on Website/pages as it pertains to prospective and current student use

	○ Review and update necessary information as it relates to curriculum changes/additions, based on 2024-2025 College Catalog * Establish working version of "Pathway Tracker" and other components of Starfish use/integration w/ GP work ("The Metrics) ○ Evaluate progress of Appropriate GP Leads Team Member(s) having necessary rights and authorizations with applicable systems ○ Refine/Develop "milestones" and contents of Tracker, as it relates to Programs/Educational Objectives * Solidify Integration of GP and SEP efforts and collaboration moving forward ○ Evaluate current SEP efforts and their (MANDATORY) relationship to GP ○ Continue to TRY to make necessary connections to "The Metrics" and components/contents of 2022-2025 SEP that have not been successfully fulfilled
• Budget Inquiry	Keenan – inquired about the need for at least (10) counselor liaisons. Dr. Humble asked Keenan to identify their duties, cost, hours & outcomes by 10/15/24 so they can allocate funding and take to Board. Keenan will work with Dr. Rosas regarding rates.

• Success Metrics Work Efforts
  ○ Waitlisted Students – Improving our fulfillment rate
	• Gabriel – Success Metrics Work Efforts
	  * Waitlisted Students – Improving our fulfillment rate
	    ○ We now have the capability to see the enrollment outcomes of students affected by a negative waitlist status. Waitlisted students who were able to enroll in the waitlisted course or enroll in a different section are not tracked, as those are positive outcomes. We can see that some students with a negative waitlist status are able to re-enroll in a different section at Valley or Crafton, and we can track whether they are negatively affected afterwards. However, we want to focus on students who are unable to re-enroll. Our tracker shows that as of 8/26/2024, we had a 70% unfulfillment rate for waitlisted re-enrollments—meaning the majority of waitlisted students are either giving up or are unable to find a new section for the term. We seek the collaboration of other departments to help improve our waitlist re-enrollment fulfillment rate.

○ CAP or No CAP list – updates	* CAP or No CAP list – updates ○ Table for next meeting.
○ CAP Starfish integration towards the Milestone Tracker	* CAP Starfish integration towards the Milestone Tracker ○ As an institution, we have established CAP categories for our students. These CAPs are a crucial step in directing and guiding students along their academic paths toward completion and launching their careers. However, the CAP codes are not yet integrated into our systems. I currently use an external script to link these CAP codes with student majors, which helps generate reports on student academic program metrics. Since we use CAPs as a foundational tool for creating academic maps and providing resources for students, it's essential to integrate these codes into our systems.

	o We have already completed the integration in Colleague, which began early this year and late last year. This allows us to connect student data with CAPs in Informer. However, we still need this integration to be available in Starfish, where student educational and success plans are housed. This would enable targeted messaging and flagging based on CAP groups. o Not only would this allow us to communicate with students based on their CAP, but it would also enable the creation of an academic pathway tracker for them. This tool, called the Milestone Tracker, is specifically designed to show students how far they've progressed in their academic journey. The Milestone Tracker will exist in Starfish and will be an automated system that tracks course requirements, support milestones, and academic progress according to each student's plan and major. This student-centered project aims to benefit students by motivating them to continue their education at Valley. o There have been some challenges with the code integration. After completing the CAP integration in Colleague, we discovered additional codes recorded in the field we're using for CAPs. This field is also used by CHC for their CAP codes, and it was suggested that we use the same one. However, we need to communicate with the relevant departments to determine whether these additional codes are still actively needed for reporting purposes. Recap: We will not be scheduling a Guided Pathways Regular Committee. We will schedule this committee on the 2nd and 4th Tuesday of the month. End time: 4:03pm

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