

**RIO HONDO COLLEGE**  
**GUIDED PATHWAY STEERING COMMITTEE**  
**MEETING MINUTES**  
**10/9/2020**

**Attendance:** Lydia Gonzalez, Angelica Martinez, Rob Johnstone (guest), Alyson Cartagena, Brian Brutlag, Brian Young, Dana Arazi, Dana Vazquez, Grant Linsell, Eric Olson, Gisela Spieler-Persad, Jennifer Tanaka, Juana Mora, Katie O'Brien, Kevin Smith, Manuel Halim, Miyo Stevens-Gandera, Sheila Xiao, Sally Willsey, Troy Flores-Olson, Albert Bretado, Brandon De La Torre, Gita Runkle, Kaitlyn Ibarra, Viviana Villanueva

**Meeting was called to start at 10:00 a.m.**

**Meeting Guest:** Robert Johnstone- Founder and President- National Center for Inquiry and Improvement- Assisting with coaching CAGP Phase Two

Lydia- Approved the meetings from last time. Brian Brutlag (typos) (fix the name). Add- Alberto Bretado to the attendance.

17 yes and 0 no's

Lydia- Updates on the workgroups. Last year we had three workgroups.

Website workgroup will consist of website recommendations ( 3<sup>rd</sup> Monday's of the month)

First Friday of the month at noon-of- SSSP group that we (tri-chairs) will be working with that to do on boarding. Student success teams workgroups- we might want to convene- this has not been scheduled yet.

Program Outcomes- last meeting Alyson noticed that there was some that are missing, but now all PLOs from the catalog are listed on the Pathways website. The recommendations from Katie regard the wording by the word cloud was fixed (removed question, just word clouds now).

At the bottom of the webpage they put the success teams. They are going to put the RHC icon in case we don't get pictures. People want to put more links on the webpage- Lydia did demo of how it would like. Recommendation of the icons with word descriptions. Katie asked if verbiage can be changed and Manuel said it could. It was just a demo.

**Student Success Teams-**

Angelica- Lead counselors started their 5 hours of reassigned time this week. They are working with the dashboard. Going to ask Sheila to do a Q&A. We have canvas shells. Standardized the canvas shells. Getting a system together. Student success team planning meeting with the dean. What is the process, workflow, please look out for an email from your lead counselor.

We are planning a meeting every week this month. Every AOI shell is going to look different but there will be a standardized resource across the board.

Gita- asked a question regarding the difference between the lead counselor and the area counselor. Angelica answered the questions.

Robert- is asking what is the student flow- (in the process of talking about- Lydia ). The modules will be student experience. Lydia is showing the canvas modules and how it would be used to make assignments to track student information. Would welcome feedback.

Lydia- Discussion on the faculty role- asked Brian Young to talk about his idea. Brian explained – online orientation/ student success team could have liaison roles. Brought this up to the other librarians (yes) Librarian title on the website

<https://www.riohondo.edu/library/about/division-liaisons/>

Troy- suggest that the librarians should be added to the student success teams.

Sheila- comment about the student success teams. How to record outcomes. Using SARS to keep track of student contact.

Lydia- Faculty Advisors – what Is the faculty role? We have allotted money (no new update on budget). Start collecting student voices. How does this look? What can we improve? IRP doesn't have the capacity to do this.

Grad school ex- faculty had extra hours to answer questions regarding career path, early alert discussion- Open up the discussion about the role of faculty in student success teams.

Rob Johnstone- (advising is not a title but a function) Classified play a vital role. Faculty can do initial. Let this group Propose ideas.

Katie- they should be compensated and provide professional development. First year seminar- maybe faculty leads offer workshops on “who we are” “how we problem solve”. The PechaKucha (power point- 30 seconds) talk about an innovation in your field that was created in this century, addition to the 1-1, provide group activities for what that field is really are.

Troy- We use to have faculty advisors. A strong collaboration between counseling and faculty advising. (see picture of what TROY shared with the group regarding faculty advisor roles). Service learning.

Kevin- suggested a concierge approach- coordinating of the advising of the advisors- how do we formalize that structure- ex. career talks

Gisela- be careful of who is placed in these roles as it takes a special person. It needs to be more of a group effort. You have to network to get these guest speakers.

Eric- CTE – try to (got it from the chat) am currently requiring my intro students to complete a mandatory assignment to schedule a (phone) appointment with a CTE counselor to discuss their Ed Plan. Our division secretary called every student after I assigned it to schedule an appointment. The counselors have told me that they are already talking to the students and will give me reports of the students that have spoken with them.

Feedback from Brandon (student rep):

I think the role of faculty members should be a mentor wise. Sort of like a guardian. The role for faculty members should express their experience within the field that they are in, perhaps a way to start social networking?

Lydia- Student Success Teams workgroup- meeting can be scheduled- hours of release time or additional office hours. All faculty are advisors. A lot of us across campus are already doing and how do we bring that to the success teams.

Early alert- (table discussion when Lisa is present) Lydia provided her example of the student in her class. Faculty have the relationship with the student- we have to think about how we will use early alert.

Robert- how is a student being introduced to the success teams. Rolling out different versions of this and look at how we can make improvements. Looking at the data to see how it gets improved.

Student experience- is tied to faculty advisors. (equity and student voice/qualitative data)

Troy- dream would be we have a universal messaging system and what was required of them before. It avoids confusion for that student. And more consisted with the messaging when we contact them.

Student voice- hire student workers that are of the major in the division. Connect really well with these students. Each area will hire a student worker and include them as part of the student success teams. Weaving them in throughout the student success teams.

Lydia- we want to hire student success coaches with that background. We are hoping to recruit.

Professional development is crucial- now that Katie is back in her role. See how to integrate Juana and Katie back in the room.

Lydia- showed the document – students voice document  
Clear statement of what we are trying to do. Asking for guiding questions- Lydia- will send this request out for feedback.

Meeting adjourned at 11:35 a.m.