



GUIDED PATHWAYS PILLAR TEAM III

MINUTES FOR FRIDAY, April 5, 2019		1:00 – 3:00 PM	Communications building, Room 103
Voting Members Present:	Christine Schaefer, Claudia Derum, Curt Luttrell, Daniel Aucutt, Dan Mayo, Florante Roa, Jeff Baker (Co-Chair), Jenna Huntzinger, Jermaine Cathcart, Leslie Young, Louis Lasarte, Paulina Rodriguez, Tiffany Abeytia		
Members not Present:	Carlos Maldonado, Donna Greene (Co-Chair), Kurt Struwe		
Guests:	Laurilie Jackson, Marion Champion		
Recorder:	Mary Lou Marrujo		

AGENDA

1. Call to Order/Roll Call (1:00 p.m.)			
2. Action Item(s)			
2.1 Approval of Agenda			
DISCUSSION	None.		
CONCLUSION	Agenda approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 Approval of Minutes			
DISCUSSION	None.		
CONCLUSION	Minutes of March 15, 2019 approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. Information/Discussion Item(s)			
3.1 Communication			
DISCUSSION	<p>Jeff Baker provided a quick refresher on the dialogue that has taken place over the past several meetings. He noted that a recurring theme when discussing how to help students stay on the path has been improving “<i>communication and information</i>” for all faculty and staff. With that in mind, the committee invited Marion Champion from the Public Information Office (PIO) and the newspaper/ radio station faculty advisor, Laurilie Jackson, to today’s meeting to engage in that dialogue.</p> <p>A robust conversation ensued on the different ways to communicate, and the challenges with different groups, e.g. fulltime faculty, adjunct faculty, staff and students.</p> <p>While students have contact with many different groups on campus, they all have contact with faculty in the classroom. However, one big gap is that a large portion of faculty are adjuncts, who have the least access to information. This is one area we should keep our lens on for good context on this issue.</p> <p><u>DIFFERENT FORMATS TO CONSIDER:</u></p> <ul style="list-style-type: none"> E-Newsletter to communicate with all groups. This would relieve the number of emails being sent out. 		

- Forward information through the PIO
- Newsletter content to consist of two to three lines of text to draw interest. A link would then drive the customer to more detailed information.
- Infuse social media.
- Content should be campus-centered.
 - CHALLENGE: Not enough staff in PIO. Would be too cumbersome for only two employees.
- Perhaps students in media classes could be involved as part of an internship and/or work experience.
- KCOD Radio—the radio station has an app where you can listen to music and access COD information at the same time.
 - How can we utilize radio station?
- Some of the student clubs have their own newsletter. Perhaps we could incorporate their newsletter into the E-Newsletter.
- Video snip-its.
 - Create short videos—2 to 3 minutes—that highlight a service program.
 - Needs to be easily accessible.
 - Maintain an archive of the videos to reference back.
 - Be creative and fun with videos.
 - Send them out in an e-blast to everyone.
- Canvas
 - Can we provide access to all faculty and staff?
 - Use for some type of orientation.

HOW DO WE COMMUNICATE WITH DIFFERENT GROUPS? How do we interject information? We need to find out from each group the best way to communicate to them.

- STUDENTS
 - Flyers around campus
 - Bulletin boards around campus
 - Set up auto listservs when students choose a program of study. This empowers faculty and advisors within those areas on where to begin communication.
 - The first day of class faculty teach students how to have their “mycod” email forwarded to their personal emails.
 - Best way to communicate to students is in the classroom, however, there is an issue with having to give up content time. Creativity to learn about resources may be required; perhaps attaching a service program to an assignment. As an example, faculty notices that papers being submitted are subpar so they might bring in someone from the tutoring center who talks to them about the writing center that is available.
 - Integrate student services with something that is going on in the classroom. The challenge is the faculty knowing what those resources are and accessing them.

	<ul style="list-style-type: none"> • FACULTY <ul style="list-style-type: none"> ○ Flex ○ School meetings ○ State-of The College in a larger venue like the gym ○ New faculty orientation ○ Resource fair during flex for faculty to learn about different services on campus ○ Online orientation for adjuncts • STAFF <ul style="list-style-type: none"> ○ Currently not any venues where all staff gather for information. ○ 4S meetings—consists only support staff. ○ Union meetings—consists only members. Also, does not include confidential classified employees.
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>The committee picked a few methodologies to start doing some work/research on:</p> <ul style="list-style-type: none"> • Work with different resource programs to schedule presentations at different meetings. • Request deans’ support to allow presentations on resource programs at their school meetings. • Talk to Donna Greene about a resource fair at flex. • Create a canvas shell for all faculty and staff. Consider including a discussion board for them. • Since staff are busy during flex, a month after semester starts have a staff orientation/ice cream social for all staff. • Explore concept of E-Newsletter and what computer systems are out there that can help streamline a formal newsletter. Infuse social media aspects. • Research what type of portal dashboards are already being used by others externally. 	<p>Jeff Baker</p> <p>Leslie Young</p> <p>Leslie Young C. Schaefer, C. Derum, D. Aucutt</p> <p>Curt Luttrell, Tiffany Abeytia</p> <p>Marion Champion</p> <p>Florante Roa</p>	

5. Adjournment: (2:41 p.m.)

NEXT MEETING:

Friday, April 26, 2019 – 1:00 -3:00 p.m.

Communication building, Room 103