

**OFFICE OF THE VICE CHANCELLOR
EDUCATIONAL SERVICES & STRATEGIC PLANNING**

District Guided Pathways Task Force

Thursday, May 23, 2024

Zoom

3:30 pm – 5:00 pm

MEETING MINUTES

Meeting called to order: 3:33 pm

Present: Steven Butler, Courtney Carter, Herbert English, Mark Figueroa, Adrienne Grayson, Tenisha James, Tori MacDonald, Susan Mills, Deanna Murrell, Gustavo Oceguera, Stephanie Olguin, Andrea Stoll, Tom Vitzelio, Sharaf Williams, Lijuan Zhai

I. Approval of Agenda & Minutes

a. Approval of May 23, 2024 Agenda: First: Tenisha James, **Second:** Tom Vitzelio; No abstention, Approved by consensus.

b. Approval of May 2, 2024 Minutes: First: Gustavo Oceguera, **Second:** Adrienne Grayson; No abstention, Approved by consensus.

II. Previous Ratio Model

Lijuan Zhai updated everyone regarding the previous ratio model from each college using FTES ratios. Moreno Valley College's model proposal in 2018 consists of one counselor per 500 FTEs, one educational advisor per 250 FTEs, and one peer mentor per 50 FTEs. Norco College does not have peer mentors, but their ratios are similar to Moreno Valley College's. Riverside City College has two proposals; one proposal is based on the FTE ratio model (similar to the Moreno Valley College model), and the other proposal is based on a caseload model for one counselor per 800 student headcounts, one educational advisor per 800 student headcounts, one peer mentor per 250 student headcounts, and 0.4 FTE for engagement center coordinator per engagement center.

Lijuan Zhai suggested a comparison for both FTES and the headcount model. Data for the FTES model is available based on student majors by pathway, but we could add headcount data to the next meeting. The formula used was one counselor to 500 FTEs, one counselor to 800 headcount, one educational advisor to 250 students, and one peer mentor to 50 students. Dr. Zhai suggested checking and sharing data regarding headcount and FTES to compute the number of counselors, educational advisors, and peer mentors needed for

engagement centers so colleges can calculate the costs and identify the gaps. Susan Mills suggested sharing the outcome of this analysis with DSPC so that DSPC can make recommendations to the Chancellor.

III. Refresh: FTES by GP Pathways

Steven Butler presented data for the FTES ratio model based on student majors by pathway.

IV. Standard of Care (Caseload Model)

Lijuan Zhai updated everyone that this item will be continued during the next meeting.

V. Cooke Exchange

Tenisha James mentioned that NC could tentatively share data-informed case management at the next meeting on September 26, 2024. Courtney Carter asked about NC's developing onboarding process and student orientation, and Tenisha James is happy to share those updates at the next meeting as well.

VI. Other

- Meeting Dates for 2024-25:
 - September 26, 2024
 - October 24, 2024
 - November 21, 2024
 - March 27, 2025
 - April 24, 2025
 - May 22, 2025
- Election for Faculty Co-Chair for 2024-25
 - Courtney Carter has graciously accepted to be the faculty co-chair for 2024-25.

VII. Adjournment

Meeting Adjourned: 4:23 pm