

**OFFICE OF THE VICE CHANCELLOR  
EDUCATIONAL SERVICES & STRATEGIC PLANNING  
District Guided Pathways Task Force**

Thursday, October 26, 2023  
Zoom  
3:30 pm – 5:00 pm

**MEETING MINUTES**

**Meeting called to order: 3:03 pm**

**Present:** Melissa Bader, David Buitron, Courtney Carter, Kristi DiMemmo, Herbert English, Mark Figueroa, Adrienne Grayson, Tyee Griffith, Tenisha James, Jethro Midgett, Susan Mills, Gustavo Ocegueda, Stephanie Olguin, Andrea Stoll, Tom Vitzelio, Lijuan Zhai

**I. DSPC Committee Structure, GP Sub-Committee Charge, and Membership**

Lijuan Zhai updated everyone on the DSPC committee structure, voting members of GP Sub-Committee, and GP Sub-Committee charge. Tenisha James mentioned that Dr. Isaac suggested some changes in DSPC structure which will affect this committee. Susan Mills said we are in the process of incorporating these suggestions from Dr. Isaac in the new committee and sub-committee structure. Lijuan Zhai mentioned there are vacancies in this committee, and Tenisha James said the academic senate will provide the names of faculty lead for this committee. CSEA will appoint the classified professional representatives for this committee.

**II. Approval of Agenda & Minutes**

- a. Approval of October 26, 2023 Agenda: First:** Melissa Bader, **Second:** Jethro Midgett; No abstention, Approved by consensus.
- b. Approval of April 27, 2023 Minutes: First:** Melissa Bader, **Second:** Kristi DiMemmo; No abstention, Approved by consensus.

**III. Election of Faculty Co-Chair of GP**

Lijuan Zhai updated everyone that a faculty co-chair of GP is elected and rotated annually among all three colleges. Melissa Bader is nominated to be the faculty co-chair at this time, and she accepted.

**IV. GP Dashboards**

David Buitron presented the GP Dashboard that is grouped by the programs of study and corresponding pathways. This dashboard is designed to engage with students, and it shows current-term students arranged by major and instructional pathway. This dashboard is refreshed daily to reflect the latest information. This allows appropriate departments to contact and follow up with students to ensure they stay on their programs of study and pathways.

Tenisha James appreciate access to this data, and wanted to know if there are other similar dashboards that provide useful data. David Buitron confirmed there isn't another similar dashboard available. Melissa Bader mentioned the need for specific guidelines and training in using this dashboard so FERPA law is not violated, since sensitive student information are involved. Tom Vitzelio requested for David Buitron to reach out to Jake Kevari as he worked on similar dashboards and this exchange of information can be helpful.

**V. Standards of Care**

Lijuan Zhai updated everyone on the Standards of Care that is the baseline level of service that every student can expect to receive at every college. The data for Standards of Care was obtained through assessment of each college based on headcount. Melissa Bader felt a need for a common decision-making methodology for this process. Tenisha James felt there is a huge gap between the quality of service and access to these support and services at all three campuses. Standards of Care will help ensure students are not disproportionately affected at different colleges. Tom Vitzelio felt there is limited space at all three colleges to accommodate engagement centers and appropriate personnel. Mark Figueroa mentioned that Standards of Care include the expectations of engagement that each student can expect to receive at each college.

**VI. Department Chairs/Enrollment Management/Guided pathways Retreat – November 3, 2023**

**VII. Other**

- Next Meeting: November 30, 2023

**VIII. Adjournment**

Meeting Adjourned: 4:33 pm