

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

**District Guided Pathways Task Force**

Thursday, September 26, 2024

Zoom

3:30 pm – 5:00 pm

**MEETING MINUTES**

**Meeting called to order: 3:35 pm**

**Present:** Courtney Carter, Dulce Duvu, Lilia Garcia, Danielle Guise, Tenisha James, Tori MacDonald, Deanna Murrell, Gustavo Ocegueda, David Schlanger, Arlene Serrato, Andrea Stoll, Nikki Thurston, Tom Vitzelio, Sharaf Williams, Lijuan Zhai

**I. Approval of Agenda & Minutes**

**a. Approval of September 26, 2024 Agenda: First:** Tenisha James, **Second:** Andrea Stoll; No abstention, Approved by consensus.

**b. Approval of May 23, 2024 Minutes: First:** Tenisha James, **Second:** Deanna Murrell; No abstention, Approved by consensus.

**II. Demo of GP Dashboard**

Dulce Duvu demonstrated the use of GP dashboard to the committee. This dashboard tracks key metrics like persistence, full-time status, math/English completion, and awards by pathway. This dashboard allows for filtering by college and demographics, with the ability to show trends over time. This dashboard is helpful for colleges when planning, brainstorming, and reporting. It would be beneficial to obtain student-level data for actionable insights. Tenisha James requested that VPs of Planning and Development be informed of new dashboards so they can disseminate the information to appropriate personnel.

**III. Standard of Care (Caseload Model)**

There was a discussion regarding the standard of care based on the caseload model. Courtney Carter informed everyone that the Chancellor has allocated \$2 million towards the goal of one counselor per 500 FTES, one educational advisor per 250 FTES, and one peer mentor per 50 FTES. Some concerns were raised regarding space and facilities for additional staff, and if this is a one-time or ongoing funding. Direction is needed for a methodological approach to fill out the spreadsheet, especially information for current staffing. There are also concerns

regarding administrative support needs and calculating the number of staff based on students' full-time equivalency versus enrollment status.

There was a discussion regarding the difference between peer mentors and tutors. Peer Mentors engage in intentional outreach at the student level, help students schedule appointments, and help them acclimate to the college experience. Tutors are not content experts; they work in all engagement centers and they are not assigned to a specific school. Tutors are content experts who help with specific coursework through academic support departments and are assigned to specific schools.

#### **IV. Cooke Exchange**

Tenisha James presented Norco College's faculty involvement with engagement centers. Norco College approved the adoption of Career & Academic Pathway (CAP) hours for faculty over a year ago for faculty-student engagement. One hour a month is set aside for faculty-student engagement and CAP events. Around eight activities took place per school per term, including guest speakers and career exploration events. Student Services team handles the logistics, and these events are funded by various grants. Faculty was given 40 different ways to engage with students throughout their student journeys. Every event is targeted at specific majors or groups of students, and peer advisors assist with this targeted student outreach. Post-event student surveys show positive feedback.

#### **V. Committee goals for 2024-25**

This item will be moved to the next meeting on October 24, 2024.

#### **VI. Other**

- Scaling GP Retreat on November 1, 2024  
Courtney Carter reminded everyone that the Scaling GP Retreat will take place on November 1, 2024 at RCC from 9 am to 3 pm.

#### **VII. Adjournment**

Meeting Adjourned: 5:10 pm