

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

District Guided Pathways Sub-Committee Meeting

Thursday, October 23, 2025
Zoom Meeting / CAADO 319
3:30 pm – 5:00 pm

MEETING MINUTES

Meeting called to order: 3:36 pm

Present: Kimberly Bell, Eric Bishop, David Buitron, Steven Butler, Kylie Campbell, Courtney Carter, Danielle Guise, Tenisha James, Jake Kevari, Tori McDonald, Jethro Midgett, Stephanie Olguin, David Schlanger, Kathryn Stevenson, Tom Vitzelio, Kristi Woods, Lijuan Zhai

I. Approval of Agenda & Minutes

a. Approval of October 23, 2025 Agenda: First: Kimberly Bell, **Second:** Jake Kevari; No abstention; Approved by consensus.

b. Approval of September 25 Minutes: First: Kimberly Bell, **Second:** Jake Kevari; No abstention; Approved by consensus.

II. Standard of Care Updates

- Element 451
A key technical hurdle was cleared with the successful alignment of data transfers, and the internal “go-live” date remains until the end of November. The student launch was postponed, avoiding conflicts with late registration, and the new target date is Spring 2026.
- Roles: Counselors, Educational Resource Advisors, Tutors
RCC will be hosting a retreat on 10/31/25, and an external consultant will attend to help with caseload model and structure. Norco College has a new workgroup to vet the early alert process, and MVC felt a district-wide solution for early alert system is warranted.
- Funding – VPs of Planning and Development

The funding formula is based on FTEs instead of student headcounts and may not reflect the actual counseling needs. This formula underestimated the need for counselors, as one FTE can represent multiple students.

III. Cookie exchange: GP Dashboard Demo and Research Data

Steven Butler updated everyone that there is a public dashboard tracking first-time student cohorts on metrics such as persistence, units, and completion. Completing any degree significantly increases transfer probability and there is a 77% transfer rate for students who completed ADT, with around 64% of the students transferring to a CSU institution and 25% of the students transferring to a UC institution. Attempting more than 30 units in the first year and completing transfer-level math is the strongest predictor of completion.

IV. Committee Goals for 2025-26

This item will be discussed at the next meeting.

V. Meeting dates for 2025-26

- November 20, 2025

VI. Adjournment

Meeting Adjourned: 4:58 pm