



Minutes

Committee Name: SSSP

Date: 03/24/2021

Time: 12:30

Location: Zoom

Present: Heather Ostash, Ben Beshwate, Chad Houck, Christine Small, Corey Marvin, Dean, Deanna Campbell, Fabian Meneses, John Elder, Katie Bachman, Missy Gross, Noa Lish, Rebecca Pang, Steve Rogers, Tyson Huffman, Vivian Baker, Julie Cornett, and Kimberly Carrasco.

1. Call to Order

Time: 12:35 VP Ostash

2. Approval of Agenda

3. Approval of Minutes and Action Items

I. Cory- CFIT 2.0 Updates

3.1 Matt, Web Developer: Working on Program Pathways, CFIT

2.0 CFIT Composition. First meeting on Tuesday orientation on what CFIT background.

Preliminary decision making, navigate, job speaker, career coach overlapping- got feet set dates for the future. Next meeting will dive deep into career guidance/ website audit.

II. Examine program pages

- What information is lacking. BC website data visualization. What do the students want to see? Student focus group.
- Asking current students and prospective students.
- Heather suggested looking into the Career exploration system at the HS level- when merged we will be able to see what the HS students are looking into.
- EAB bought Starfish (Hobson) EAB integrating with Navigate. We will learn what we will be getting from the starfish platform.
- Career Outlook: Program Map (Meta Major Level) provides data on the page (pos.)
- As you enter particular programs. Provides data (career Coach program) research other schools
- Variety of different programs funneling students into the information that is most important.
- We need to integrate our program with them.
- Fabian suggested using AI chatbot to bring students to the proper places.
- 4 meetings before the end of the semester.

III. CFIT: 1.0: We are waiting to do changes on the website based on the student focus group. Took Matt through CFIT number 1 expectation.

- Getting program updated
- Creating something sustainable. Different positions. That includes web programming and web content editors.
- Return to the idea of program pathways monochromatic sheets. Created one for each program at every campus. Long Term schedule. Pathways new system. Reflecting all psychology courses in one place. Easy for us not for students
- One program pathway at each location.



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- WE want to make things more visually appealing to students
- Nicole generated a couple of mock ups: goal is to provide the necessary courses on one page

IV. What is the most important way that we can provide them information for course taking patterns?

- a. Office Clerk- Part time student. 4 terms
- b. Office clerk Full time student 2-term
- c. Fast track- one term
- d. Include FAFSA application time
- e. Graduation time
- f. Add a certain amount of courses to complete Admin assistant.
 - We want it to be eye catching/ informative.
 - We need to see what works for different departments and what is adaptable.
 - Heather: Are they designed to be web pages, printed? Matt will do a mock up and receive feedback on what makes sense and what is useful for the students.
 - Fabian suggests that we create a web design of the PDF. Themes; Pathway, Website, Brochures.
 - Noa states that the layout is too busy: Suggested drop down menus so that it is not overwhelming.
 - Deanna Suggested: Cover what key courses spread between many degrees.
 - Vivian Stated: we need to consider what this looks like visually on a mobile device.
 - Information changes regularly: constant state of updating. A significant amount of resources that will be used maintain the "Roadmap"
 - Noa Suggests: identifying the amount of time that each (part time, full time, Fast Track).
 - Tyson Suggested: 1-minute video clips. Personalizes, Engagement, in video it is explained the program.
 - Students will listen to videos instead of reading and trying to decipher.
 - Katie is updating brochures/ pamphlets. Looking and updating to be all-inclusive.
 - We should try all aspects of reaching the students.
 - Layered approach – High schools,
 - The age range in the drop of our demographic. Not everything we do is focused on High School.
 - Adults who need retraining.

V. New marketing and outreach approach and position. (layered and approach)

- Glossary of college terms, potentially embedding definitions within the website
 - Noa Suggests a video that explains many of the definitions/ will work with Instructional areas of the website
 - In orientation: Student success videos.
 - Also a translated or transcript for those who need it. (accessible)
 - Next step: feedback, broadly representing, Theme?
 - Then finding who will do the work, Outsourced?
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- Reminders in Embedded in Navigate for students. (reminders to refer to Career Center)
 - Website Tracking-embedding tracking certain accordion sections of the program page. Do students use this?



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- Noa states: Providing information about when the classes are offered. Scheduling
- Julie: says we need better linkage in the catalog if you intend to take away the program

VI. SOAAA- Concept of student success syllabus- communication of CFIT took up that conversation.

- A_Z listing of everything that we offer. (survival guide) (Student success companion) alongside the class syllabus.
- Thoughts about what everyone thinks. : Vivian baker has s modules for Child development
- Writing links, textbook skills, and study skills, to increase the the use,
- Welcome information. (packet) Including it in with the probation letters. (here is how to help)
- Bookstore information and directions
- Fin aid / promise
- Basic needs
- Ed planning and scheduling
- preparing for class
- Strategies for the first week
- A-Z resource drive.
- Good student practices
- Tutoring
- LRC
- Faculty Chair to use as a means to reach out to the fellows.
- Blueprint to use to provide a more visible icon.
- Each student will receive an email, physical letter, and accompanying guide, QR Code. Window decals, stickers. With congratulations.

VII. What are the key things that the students need to know before the first week of school.

- Syllabus - integration into your regular life. Providing to the students.
- Missy- Providing the time commitment
- Julie- Financial aid- available childcare. Tutoring, Hunger free campus,
- Fabian- Reviewing campus support/ book vouchers laptop loans/ access programs
- Noa- Timely MD- stress coping
- Steve Rogers- so they can have a study buddy promoting interaction between students.
- New student- No one uses Study Buddy (Best Practice)
- Tyson- Discord- Studios student sector
- Faculty chair - reaching out to students who enter their department.
- Fabian suggests we continually reach out throughout the semester to increment the information provided.

VIII. Study Buddy/ Navigate

- Tyson- asking about study buddy- once you connect- how do the students get to the next step. Promote that process.
- Noa- Can you reach navigate study buddies through
- Rebecca pang- redesign of canvas. - adding study buddies to Canvas links without having to go into navigate to access.
- A direct link would help students to utilize the services. Faculty needs to inform the students. Other tutoring links. Spreading it around to streamline the availability to the Students.
- QR Codes will bring them to the location via PDF documents that we put out to the students.



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- Students don't check their students email. (tech support for using school email to phone)
 - Drop in Tech support. Present @ CC ROCKS
 - Rebecca Pang- "Support Canvaslms.com" (Working on)
 - Universal drop in zoom Live chat

IX. Check list- tech check!

- a. Have you forwarded your email?
- b. Have you logged into canvas?
- c. Links available.

- Are the Faculty receiving many tech questions? There are a lot less help tickets for information. Within the first few weeks of school.
- Students have been going directly to faculty.
- Tech checklist would go out with the acceptance letters.

3.0 Future Meeting Dates:

- 4/21/2021
- 5/5/2021

4.0 Adjournment: 2:30pm

Meeting Chair: VP Ostash and Julie Cornett

Recorder: Kimberly Carrasco