



# Minutes

**Committee Name:** SSSP

**Date:** October 3, 2018

**Time:** 12:30 – 1:00

**Location:** EW 207

**Present:** Rebecca Pang, Pam Campbell, Nikki Gardepe, Julie Cornett, Chad Houck, Christine Small, Steve Rogers, Stephanie Brantley, Heather Ostash, Katie Bachman, Missy Gross, Fabian Meneses, Caroline Sanderson, Deanna Campbell, Tyson Huffman, Corey Marvin

**Absent:** Ryan Khamkongsay

## 1. Call to Order

12:35 by Heather Ostash, Vice President of Student Services

## 2. Approval of Agenda – Approved no additions

## 3. Approval of Minutes and Action Items

## 4. CFIT Report Out – Programs

Corey reports that during the accreditation team visit and reviewing syllabi submitted by faculty that there an alarming number of syllabi submitted with the incorrect SLOs listed.

Julie raises concerns as to why chairs are being cut of the process of syllabi submission.

*Action Item: Heather to set up a meeting with Corey, Chad, Maura and Cliff regarding a report out process for CIC*

## 5. Leading from the Middle Report Out

### 5.1 CFIT Guide

#### What is a CFIT?

Cross-functional Inquiry Teams (CFITs) are comprised of various stakeholders within the college, and may include faculty from multiple disciplines, classified staff, site representation, administration, students, and others who have an interest in college initiatives. CFITs are designed to do the following:

- Examine research and local data
- Explore initiatives
- Recommend actions in order to improve student success and the student experience



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CFITs encourage various representatives across the college to engage in discussion, inquiry, and implementation of activities under the Guided Pathways framework.

## Why do we use CFITs?

CFITs are developed to explore solutions to problems that exist at the college. The team will be given a charge (the identified problem and the assigned responsibilities and tasks expected of the team). Efforts to improve student outcomes can be more effective when based in collaborative and data-driven decisions. CFITs are a proven mechanism for engaging a variety of individuals in data-driven college-wide work.

- Standardize and improve processes
- Give ownership to a project - generate buy-in
- Build a culture of collaboration among staff, faculty, and students
- Identify opportunities and strategies

## 5.2 Charge Revisited

### Defining the Charge:

The Cross-functional Team (CFIT) is tasked with...

*This should include a summary of the focus area and the general tasks that the CFIT is responsible to complete. It should be specific to the issue at hand but broad enough as to not define the process for the team.*

### Broad Objective:

Supporting Research and Documentation

*Identify research that supports the need to address the charge.*

### Action Plan:

*To be completed by the CFIT and brought back to committee for review.*

### Timeline:

*To be completed by the CFIT and brought back to committee for review.*

### Outcomes:

*List of some of the expected outcomes from the team.*

### Resources:

#### Guided Pathways/Cross-functional Resources:

- Toolkit
- AACC Resources
- Senate Resources
- CA Guided Pathways.org



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## Resources Specific to the Charge:

### Membership:

*List of members including the CFIT team leader*

*Action Item: Heather to meet with Sylvia to create a web form where the CFIT team can create their plan*

## 6. Making the Case- GP “First year experience”

### 6.1 Initiative Map

We need an “elevator speech”. We need to be prepared to tell our own story. This is not a new initiative. These are all things we already do. We need to use this as an opportunity to better serve our students. These are the next steps to the work that has already been done.

Corey suggests we turn this into our rebranding effort. Not to be confused with program pathways. We need to make this an on-going effort not just a project based effort.

### 6.2 Merced Video

What do we call this?

Action Item/Future Project- see if the Basic Skills video guy is available to help us produce our own video. We don’t have a lot of \$\$ to throw at something like this.

### 6.3 Canada PPT

## 7. EAB Webinar- Serving Part-time Students

Wednesday, October 10, 2018  
1:00 PM ET – 2:00 PM ET

## 8. Elements of Student Success

Not discussed at this time.

## 9. Review of Action Items

*Action Item: Heather to set up a meeting with Corey, Chad, Maura and Cliff regarding a report out process for CIC*



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*Action Item: Heather to set up a meeting with Corey, Chad, Maura and Cliff regarding a report out process for CIC*

## **10. Future Agenda Items**

## **11. Future Meeting Dates**

November 7, 2018 | 12:30 – 2:30 | EW 207 with iTV to MAM 228, BIS 197 and KRV 5

December 5, 2018 | 12:30 – 2:30 | EW 207 with iTV to MAM 228, BIS 197 and KRV 5

## **12. Adjournment for CFIT – Program Meetings**

Time: 3:17pm by Heather Ostash, Vice President, Student Services

Meeting Chair: Heather Ostash / Julie Cornett

Recorder: Stephanie Brantley