

The 2018-19 Santiago Canyon College Guided Pathways Work Group  
Organizational Charge and Chart – Approved by College Council October 9, 2018

In the 2018-19 Santiago Canyon College Guided Pathways Plan, Santiago Canyon College committed to one year of exploring the following two State outlined metrics with the attendant proposed actions:

**1. Cross Functional Inquiry** – College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.

College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.

*Actions Proposed:*

Contract a research analyst and identify research queries for examination

Identify software to disaggregate and perform queries

Web platform dedicated to sharing pathway information

College workshops and retreats

Conferences

Guest Speakers

Formation of formal pathways team and/or subgroups inclusive of all constituent groups

Collectively define student success metrics and nomenclature

Development of student focus groups

Place GP as standing agenda items on college governance committees

Create opportunities for exploration and dialogue across service areas

**2. Shared Metrics** – College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives.

*Actions Proposed*

Collectively (credit/noncredit) identify what benchmarks will be tracked

Devise process by which benchmarks will be shared

Create ITS platform by which data can be accessed and shared

Purchase software that will allow for the inputting and warehousing of student data, program reviews, and resource requests.

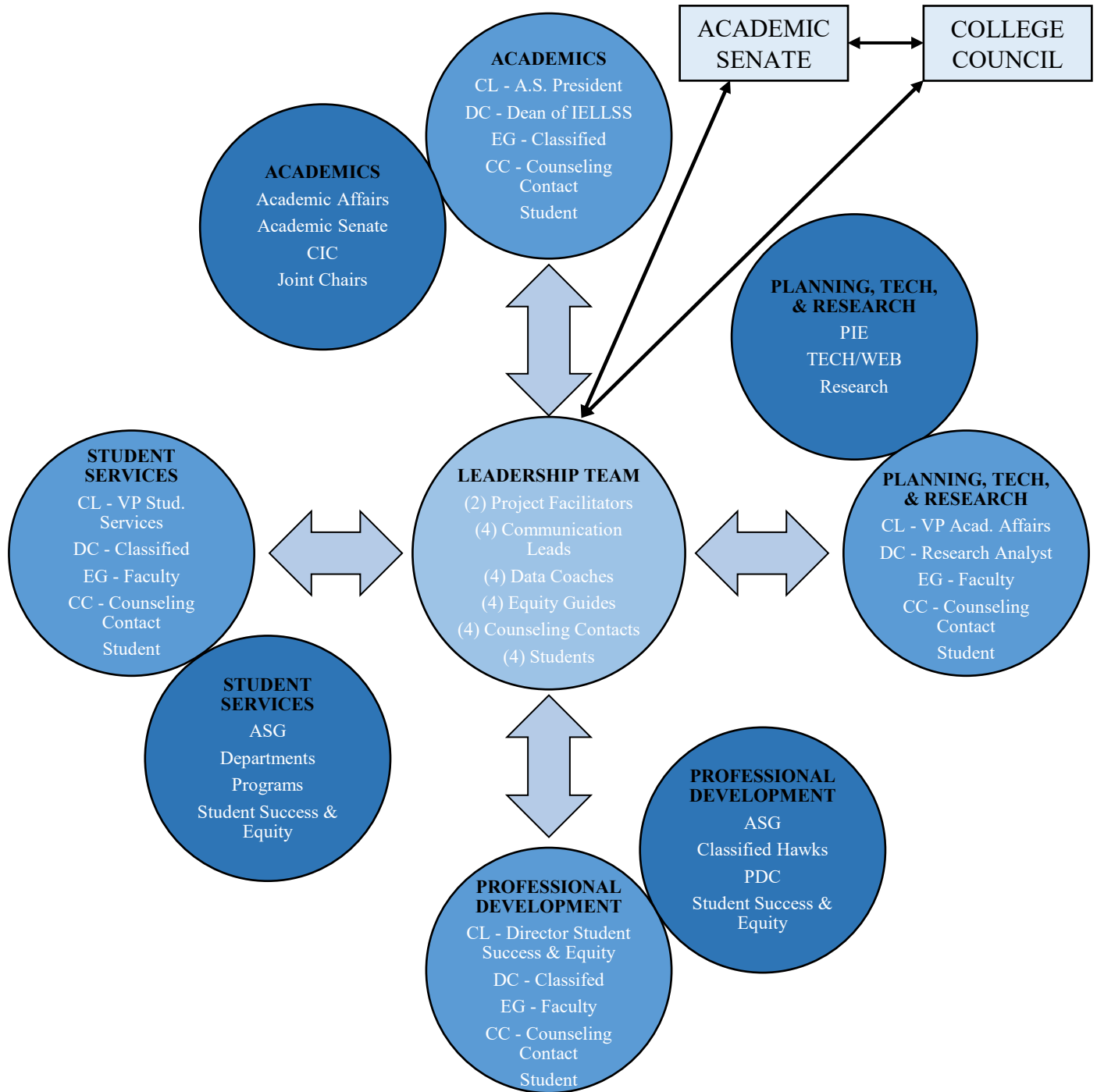
While this shall be a college wide effort and all members of the college are invited to participate, the plan calls for an organizational body to assist this effort, hence the creation of the 2018-19 Santiago Canyon College Guided Pathways Work Group. This document addresses the charge and composition of the 2018-19 Santiago Canyon College Guided Pathways Work Group.

1. The 2018-19 Santiago Canyon College Guided Pathways Work Group shall be comprised of four Inquiry Clusters that are steered by a core Leadership Team.
2. The Leadership Team shall report to both the Academic Senate and College Council.
3. The four designated Inquiry Clusters shall be: Academics; Planning, Technology & Research; Professional Development; and Student Services.
4. In order to achieve their respective proposed actions outlined above, each Inquiry Cluster shall make use of (but not limited to) the attending groups.

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- A. Academics: Academic Affairs, Academic Senate, CIC, and Joint Chairs.
  - B. Planning, Technology, & Research: The Planning and Institutional Effectiveness (PIE), Technology, and Website Committees, as well as the research department.
  - C. Professional Development: Associated Student Government (ASG), Classified Hawks, Professional Development Committee (PDC), Student Success & Equity (SSE) Committee.
  - D. Student Services: ASG, Academic Departments, Programs, and SSE.
5. Each Inquiry Cluster is open to membership from all but shall be comprised of one Communication Lead, one Data Coach, one Equity Guide, one Student and One Counseling Contact.
- A. Communication Leads (CL) will be responsible for setting meetings, agendas, minutes and reporting out. These roles shall be filled by leaders of other collegial governance committees.
  - B. Data Coaches (DC) will be responsible for accessing, compiling and presenting information. These roles will be filled by individuals whose current work capacity consists of high usage of data or serves on a data-driven committee.
  - C. Equity Guides (EG) will be responsible for ensuring that practices and recommendations are evaluated from an equity lens. These roles will be selected in consultation with the Equity Team Leaders (Director and Faculty Co-coordinators).
  - D. Counseling Contacts (CC) will be responsible for channeling communication to and from the counseling department. These roles will be selected by counseling faculty.
  - E. Students will be responsible for attending and participating in meetings. These roles will be open to students that are members of ASG, ICC, a Club, or are active in one of the Student Services and Programs.
6. The Leadership Team shall be comprised of two Project Facilitators (PF) and the Communication Lead, Data Coach, Equity Guide, Counseling Contact, and Student from each of the four Inquiry Clusters.
- A. The Project Facilitators shall be faculty members selected by the College President from a ranked list forwarded by the Academic Senate upon an open call for application, and share 8 non-instructional LHE each semester.
  - B. The Project Facilitators, in consultation with the entire Leadership Team, shall be operationally responsible for actualizing the actions outlined in the 2018-19 Santiago Canyon College Guided Pathways Plan; including, but not limited to: hosting retreats, attending conferences, facilitating guest speakers, distributing information, holding meetings, and ensuring information related to Guided Pathways and its efforts are maintained on the College's website.
  - C. Any recommendations of the Leadership Team that are beyond the scope of the 2018-19 Santiago Canyon College Guided Pathways Plan must be approved by the Academic Senate and College Council.

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The proposed actions developed by each Inquiry Cluster (in the lighter shade) will make use of the corresponding organizations (in the darker shade) to recruit additional members, promote activities and complete proposed actions. Each of the four Inquiry Clusters (Academics; Planning, Technology & Research; Professional Development; and Student Services) will be led by four individuals assigned to specific roles (Communication Lead, Data Coach, Equity Guide, and Student) to assist with the completion of duties. The four members of each Inquiry Cluster and two Project Facilitators shall serve as the Work Group's Leadership Team (center circle).

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