

Outline of SJCC Guided Pathways Work Plan

Spring 2018 – Summer 2019

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.

1. MAJOR ACTIVITIES:

- a. A Cross Functional Inquiry Work Group consisting of Faculty, Staff, Administrators and Students will be formed to develop a plan to accomplish the following:
 - i. Review the Guided Pathways Assessment to engage in conversations regarding suggested improvements.
 - ii. Begin work in spring 2018, through summer 2019 to create a comprehensive plan for GP at San Jose City College.
 - iii. Focus on creating an online counseling intake system that reduces input time for counselors during student appointments.
 - iv. Look at student success data and merge that with The Campaign for College Opportunity (AB-705) efforts to ensure that students seeking a path to transfer have every opportunity to complete college-level coursework in English and math.
 - v. Create professional development opportunities for faculty and staff that highlight the shared goals of these two programs in facilitating success for students seeking to transfer.
 - vi. Seek more institutional technology support from the San Jose Evergreen Community College District (SJECCD) to help make GP an online venture.
 - vii. Build student checkpoints into the cross functional inquiry to maximize effectiveness of the project.
 - viii. Other aspects of cross functional inquiry will include mandated tutor progress reports, dedicated professional development activities to raise awareness about the GPS project, and creating common entry and exit milestones for students.

2. EFFORTS LEADING UP TO THIS POINT:

- a. Feedback was sought from the Associated Student Government (ASG), Classified Senate, and Academic Senate.
- b. A two-day event was held, including 30-minute stakeholder interviews from constituency groups to gather ideas and feedback, culminating in a campus-wide open forum to debrief the College President, Executive Officer, and campus leaders.
- c. Feedback from students in ASG was received via council meeting and three-question survey, and produced three suggestions:
 - i. Design technology to give students real-time progress of their educational planning;
 - ii. Streamline matriculation and placement for future students;
 - iii. Increase communication to provide clear guidelines about, and better understanding of, AB-705.
- d. Preliminary drafts of the plan were circulated, and formal approval given by the Academic Senate.
- e. A Guided Pathways Faculty Coordinator was hired in spring of 2018 to assist the Guided Pathways Steering Committee and Work Groups.

3. EXISTING EFFORTS:

- a. Several SJCC initiatives will be folded into Guided Pathways
- b. Student data from both external and internal sources will be reviewed.

- c. Tutor progress reports will be assessed for effectiveness and redesigned as needed.
- d. Professional Development activities for faculty and staff will be calibrated to include GP initiatives.
- e. Online platforms such as Hobson's and Starfish will be reviewed as a possibility for providing just-in-time educational updates to students.
- f. Common entry and exit milestones will be created using existing successful campus models such as the METAS Program and two Title V: HSI projects:
 - i. "Caminos", which aims to increase completion rates and reduce completion time among first year Latino and low-income students underprepared for college upon entry.
 - ii. "Cultivamos Excelencia", a cooperative arrangement with UC Santa Cruz that increases transfer rates to UCs by offering transfer readiness, and prepares students for undergraduate research institutions.
- g. The GP initiative of helping students complete their education more efficiently will serve as a catalyst for refinement of matriculation processes and incorporate AB-705.
- h. Students will be encouraged to register with intentionality during orientation sessions.
- i. A proposed online counseling intake system will reduce input time for counselors during student appointments.
- j. The college will revisit the idea of allowing students who are designated as "transferring" to have priority registration if they attend a transfer orientation.

4. MAJOR OUTCOMES:

- a. As a result of San Jose City College's GP Program, student success will be reflected as follows:
 - i. The Guided Pathway Services at San Jose City College will ensure that students know requirements for success.
 - ii. The faculty, staff and administration at SJCC will minimize the time required for students to prepare for college, including espousing the techniques suggested by AB-705 to ensure alternative placement policies to ensure appropriate English and math skills acquisition.
 - iii. SJCC students will accelerate their entry into coherent fields of study.
 - iv. SJCC faculty and the GP Steering Committee will customize and contextualize instruction for our students.
 - v. SJCC student support services will integrate their offerings with instruction to benefit all students.
 - vi. The Cross Functional Inquiry Work Group will leverage institutional technology to improve learning and to foster better program delivery.
 - vii. The SJCC faculty and staff will continually monitor student progress and provide proactive guidance for GP participants and all students.
 - viii. The SJCC faculty and staff will reward behaviors that contribute to students' completion of courses, certificates, transfer and vocational preparation.
 - ix. Communication across all quadrants of the campus will be enhanced and improved by the Guided Pathways program among SJCC faculty, staff and students.
 - x. A Steering Committee and 3 Work Groups comprised of those interested in serving on the GP project will be selected and meet several times during the Spring 2018 semester.
 - xi. An increase in certificate and degree completion will occur after the deployment of the Guided Pathways Services.

INTERSEGMENTAL ALIGNMENT

- College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements.
 - o San Jose City College is adopting a college-wide approach to student success via the Guided Pathways program. The college envisions the roll out of the Guided Pathways as a way for students to navigate through their entire higher education experience from start to finish. This process will

require integrated planning within the college and its external partners, such as local area high schools.

1. MAJOR ACTIVITIES AND EXISTING EFFORTS:

- a. An Intersegmental Alignment Work Group consisting of Faculty, Staff, Administrators and Students will be formed to develop a plan to accomplish the following:
 - i. Working with local high schools, orient students to the starting location of their higher education journey.
 - ii. Direct assistance in moving students toward a career of interest to them and of value in the labor market.
 - iii. Collect and analyze high school transcripts as another tool in determining placement and the need for remedial English or math classes, using the new suggested strategies of AB-705.
 - iv. Triangulate the student's starting position on the Guided Pathways map, providing the support required to get the student onto college-level pathways, and keep the student on the pathways to successful completion of the program.
 - v. Build the Guided Pathways program at SJCC based upon the Guided Pathways Essential Practices as follows:
 1. Clarify the Path:
 - a. In SJCC's GP plan, the geography being navigated is the faculty-created curriculum and classes needed for completion.
 - b. The Intersegmental Alignment Work Group will use existing Professional Development Day opportunities to ensure that faculty and program chairs are successful in developing updated, streamlined curriculum for this process.
 - c. The GP Faculty Coordinator will serve as the liaison between the faculty and the Intersegmental Alignment Work Group to achieve this outcome.
 - d. The Faculty Coordinator will also work with successful program models such as METAS on campus to develop a successful model for the GP Program.
 2. Help SJCC Students Choose and Enter a Pathway
 - a. SJCC's Guided Pathways services will determine the level of college readiness for each student, and map out the route to get the student to college-level ability.
 - b. This will require integrated planning by the GPS Steering Committee with counselors, faculty, advisors and students on campus
 - c. These efforts will also need to be combined with the new faceted approach of AB-705's goals of using high school transcript data and grades to help more students enroll directly into college-level courses instead of designating remediation based on testing.
 - d. Intake processes, orientation topics and online modalities will all be improved during this process.
 - e. The SJCC Integrated Plan, which was recently completed, will also contribute to and align with the school's GP strategy.
 3. Help SJCC Students Stay on the Path:
 - a. This comprises the "guided" component of GP: an intentional monitoring of students' progress and immediate interventions when "real life" demands affect SJCC students.
 - b. Efforts will be made to clarify the most expedient way to choose college classes, reduce the time needed to complete those classes, and to increase the number of students finishing degrees and earning certificates.

2. **MAJOR OUTCOMES:** see major outcomes for Cross Functional Inquiry.

IMPROVED BASIC SKILLS

- College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English.
 - Leaders at San Jose City College have looked at their data and realized that basic skills need to be continually improved to foster student success. As a result, college leaders are working to communicate a compelling vision for the pathways work on this campus. San Jose City College's Basic Skills faculty have been asserting that the college needs to adopt the mindset of "working to make the college student-ready", as opposed to assuming that students are college-ready. These efforts to ensure student-readiness are reinforced by the state's adoption of AB-705 and will provide another tool for counselors and Basic Skills faculty to use in analyzing the need for remedial education on a student-by-student basis by embracing multiple measures of performance and preparation. To reinforce the idea that Guided Pathways is not just another initiative, SJCC leaders are recognizing and publicly acknowledging the college's process of becoming a pathways college. The GPS program is being adopted as a strategy for aligning innovations the college has been working on around the central goal of helping students choose, enter, and complete programs that enable them to achieve their goals for careers and further education. Basic skills are a key component of this new plan, and provide a foundation for integration of Guided Pathways, AB-705, and the Integrated Plan at SJCC.

1. MAJOR ACTIVITIES AND EXISTING EFFORTS:

- a. An Improved Basic Skills Work Group consisting of Faculty, Staff, Administrators and Students will be formed to develop a plan to accomplish the following:
- b. To improve Basic Skills as part of SJCC's Integrated Plan and Guided Pathways plan, new initiatives are being launched. All these actions are focused on motivating BSI students, and removing many of the barriers that have traditionally held them back from accomplishing their academic and career goals. These collective efforts aim to reduce midterm drop-out by lower achieving students and facilitate the most expedited path for students to achieve their goals.
 - i. The embedded tutoring program is going to resume on campus.
 - ii. Planning is underway to create a team of Basic Skills instructors to serve as mentors to other faculty and students on campus.
 - iii. A Student Learning Outcomes Toolbox for BSI and other challenged students is being discussed as a potential project.
 - iv. Educational Plans, as well as Transfer Plans, will be part of the Guided Pathways initiative on campus.
 - v. The tools of AB-705 will be incorporated as a new way of analyzing prospective transfer students' needs for remedial education in the context of their high school experience.
 - vi. Other specific plans include providing "11th hour support" to students based on real time results from academic testing and counseling initiatives.
 - vii. The team envisions a dashboard for measuring BSI skills and internships that teach Basic Skills development
 - viii. A STEM Boot Camp model is being considered for possible launch at the SJCC campus.
 - ix. Plans are also underway to create student clusters based on majors that are open to BSI students.

2. **MAJOR OUTCOMES:** see major outcomes for Cross Functional Inquiry.

3. **STEERING COMMITTEE:** A Guided Pathways Steering Committee comprised of members of the three workgroups will be formed to oversee the work plan and enhance communication between the work groups and the College.