

# Clarifying the Path Workgroup

## Meeting Notes October 24, 2018

Attendance: Eddie Fagan, Rick Schubert, Celia Samaniego, Teresa O'Brien, Ray Mapeso, Michael Lawlor, Juana Esty, Dana Wassmer, Kim Harrell

Note Taker: Andi Adkins Pogue

Item	Description	Who's Responsible	Deadline
<p>PD Spring Institute Planning</p>	<p>Rick and Dana met with members of PD Committee to propose and start planning a Guided Pathways-focused PD Spring Institute (Wed. of flex week 1/16, 8:30-noon).</p> <p>The focus will be on GE Themes with goal to have rough draft of conversational draft come out of this event.</p> <p>Draft will come to work group for fine-tuning and will then be distributed through various mechanisms to all stakeholders to solicit additional feedback.</p> <p>Ultimate goal is to have draft for senate mid-late spring for use in Fall 2019.</p> <p>Full PD Committee still needs to approve agenda and plan, but this is not expected to be an obstacle.</p>	<p>Rick, Dana, Andi, PD Committee</p>	<p>Planning ongoing, institute scheduled for 1/16/19, 8:30am - 12pm</p>
<p>Meeting with President Bush</p>	<p>Implementation Team, tri-chairs of pillars, and Academic Senate President Shannon Mills met with College President Ed Bush on 10/22. This group agreed there is a need for an institutionally accepted process for approving major course sequencing. The group agreed that the Academic Senate has primary purview over program mapping and mapping approval processes.</p> <p>Brainstorming with Rick afterwards, Shannon suggested that we employ a procedure similar to that used to elect department chairs. The work group suggests the following procedure to move the work forward:</p> <ol style="list-style-type: none"> <li>1. Program (discipline) faculty work together to come to a majority agreement on major-course sequencing. All full-time faculty in a program get one vote on finalizing major course sequencing.</li> <li>2. Once in agreement, major-course sequencing is sent to division dean for final approval and sign-off. There may be extenuating circumstances that would require the dean to ask faculty to make revisions (e.g., available FTE, classroom space, etc.). If no revisions are necessary in the Dean's estimation, Dean signs off and</li> </ol>		

	<p>sequencing becomes finalized and shared with counseling.</p> <p>3. (The workgroup also considered the possibility of a second, college-level, sign off by the VPI. But didn't seem to think this was necessary. )</p> <p>If agreement cannot be reached in step one (e.g. 4-person program is split 2-2), the work group suggests the following procedure:</p> <ol style="list-style-type: none"> <li>1. Each full-time faculty in the program should create documentation supporting their decisions to sequence program courses as they have suggested. This documentation is forwarded to the Programming Sequencing -Resolution-<sup>1</sup> Committee (PSRC [tentative name]), which will make the final decision. <ol style="list-style-type: none"> <li>a. The PSRC is made up of 3 members: 1) Counseling department chair (or designee), 2) Past Senate President (or designee), 3) TBD (suggested past curriculum chair or designee).</li> </ol> </li> <li>2. PSRC makes final major-course sequencing decision based on information they've received from program faculty.</li> <li>3. Major-course sequencing is sent to division dean for final approval and sign-off. There may be extenuating circumstances that would require the dean to ask faculty to make revisions (e.g., available FTE, classroom space, etc.). If no revisions are necessary, Dean signs off and major-course sequencing becomes finalized and shared with counseling. (But see (3) above.)</li> </ol> <p>Group needs to continue work to finalize above process.</p> <p>Group considered the possibility of departmental review as part of the process (e.g. to resolve program-level disagreement), but was concerned that departments may have an even number of members and that department-members outside the program might lack disciplinary expertise and/or that the matter might become excessively political rather than student-centered.</p> <p>Group considered having discipline-faculty at sister colleges resolve disputes in the interests of recognizing discipline expertise but determined this to be problematic for practical reasons as it requires action by parties the college cannot guarantee will be willing or available.</p> <p>Group reiterated that the focus right now for programs should be to sequence only major courses in their programs. Classroom faculty <b>DO NOT NEED TO WORRY ABOUT GE.</b></p>	Work group	ASAP
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<sup>1</sup> Work group is still brainstorming name of committee - the fear is that resolution will be confused with Academic Senate Resolutions.

	<p>GE will be discussed further in spring with draft development of GE Themes.</p> <p>Classroom faculty should also pay special attention to courses that are not offered every semester. These courses should only be sequenced in a semester in which they will actually be offered.</p>		
<p>Why is this process needed?</p>	<ul style="list-style-type: none"> <li>● Addresses disagreement</li> <li>● Lets people know when they're done</li> <li>● Ensures instructional deans are informed</li> <li>● By having dean involved, ensures that other relevant programs in division are taken into consideration</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p>Questions/ Discussion that arose during previous item discussion</p>	<p>Q: Isn't course sequencing done through curriculum; courses are identified and often already sequenced based on prerequisites (e.g., many programs in SME)?</p> <p>A: It's true that program courses are identified through the curriculum process, but a suggested program sequence is an <b>option</b> in SOCRATES. It is true that many programs will have a natural sequence based on prerequisites (e.g., CTE &amp; SME programs), and some have actively sequenced their courses both in SOCRATES and the College Catalog. However, many others (e.g. Anthropology, Philosophy), don't have courses requiring prerequisites so a more formalized identified program sequence is desirable.</p> <hr/> <p>Q: What about situations in which similar courses are being offered in multiple divisions (e.g. stats in economics, psychology, math)?</p> <p>A: The hope is that the deans will communicate with each other to minimize impact on students and facilities. Some of these concerns (e.g., FTE, classroom space) are external pieces over which we have no control. We won't be able to anticipate every possible limitation.</p> <hr/> <p>Q: How will the Academic Senate be involved in the course sequencing process?</p> <p>A: The Clarifying Work Group will make a recommendation of the process for approval of course sequencing (draft outlined above) and present to Academic Senate. Once approved by that body, the Senate delegates its authority to the process/participants in the process.</p>	<p>N/A</p>	<p>N/A</p>
<p>Informational item: Implementation Team Meetings</p>	<p>Implementation Team now has regularly scheduled meetings on Monday afternoons. First meeting will be on 10/29, 3-4pm (location TBA).</p>	<p>N/A</p>	<p>N/A</p>

Sequencing for non-sequenced programs	<p>There are some programs that are non-sequential, meaning it doesn't matter what order students take courses in the program (e.g. Anthropology). Dana is exploring how other colleges are handling this. Some are still dictating a suggested sequence. Others are listing everything in every semester.</p> <p>The work group agreed that it should not dictate what a program should do, but allow programs the freedom to decide whether to sequence or list all courses. No matter how these programs proceed, it's very important that close attention is paid to when courses are offered. <b>Courses should not be listed in a semester in which they are not offered.</b></p> <p>Continued discussion is needed to finalize recommendations to affected programs.</p>	Work group	ASAP
Short discussion on "safe semester"	<p>The work group again brought up idea of "safe semester" that would include courses that would still "count" even if a student changes majors.</p> <p>This may not be as concerning with the development of GE Themes, which will allow students to explore, while getting GE credit. (GE Themes could effectively serve as exploratory pathways for students who are undecided or unsure of their major.) There was some desire to identify courses within the themes that could count in multiple GE areas and perhaps suggest these to students who are truly undecided.</p> <p>More discussion is needed to decide if a safe semester option should be included in an undecided path. And to what extent a safe semester should be and/or can be offered to all students.</p>	Work group	Fall 2018
<b>ACTION ITEMS still to be completed:</b>			
Finalize course sequencing procedure	Formalize course sequencing procedure to present at Academic Senate so programs can move forward on this work.	Work group	ASAP
Finalize P2CAC Alignment	Respond as necessary to Academic Senate feedback on P2CAC recommendation as the recommendation is considered by Senate.	Work group	Fall 2018
GE Themes	Form GE Themes Task Force to decide naming structure for GE Themes	GE task force	Fall 2018 / spring 2019
GE Mapping Process	Seek guidance from all stakeholders and Make final recommendations on GE Mapping to themes to Academic Senate	Work group in coordination with Learning work group	TBA
INDIS 313	Recommendations and/or collaboration with Staying Workgroup for INDIS 313.	INDIS 313 Task Force	Meets Mondays

			9:15-10:30 am in LRC 125
Revision process for program templates	Finalize recommendations	Work group	Fall 2018
Curriculum mapping	Work group agrees focus should be on major-course sequencing. Dana is available to work with individual programs.	Dana	Fall 2018- Spring 2019
Review/ revision process for CAC, P2CAC, mapping, etc.	Committee agrees work should begin now to create a approve/review/revise cycle for Pathways structures so that all stakeholders know that the college is committed to making changes as necessary (e.g. to improve organizational structures, workflow, etc).	All pillars	TBA

**Next Clarifying Meeting— 10/31**

**Clarifying meets every Wednesday (during fall/spring semester) from 1:30-3:00 p.m. (in SOC Conference Room).**

**Next Meeting Agenda/Activity:** More discussion on GE Theme Course Recommendations

**Future Meeting Agenda/Activity:**

Finalize P2CAC alignment recommendation. Create GE Themes task force and determine GE Themes. Finalize recommended process for including GE courses into our TBD structure. Finalize recommendation for revision process for program templates.