



Program Mapping Team Meeting

Wednesday, February 10th 2021

Minutes

Meeting 1: This first meeting was devoted to providing an overview of **Program Mapping**, an example of the current form and content of **Program Maps**, mapping **Design Principles**, insight into the mapping **Timeline** to date, and the composition and function of the **Program Mapping Team**.

Program Mapping

- Why?
 - Problem: Too many course choices for students lead to confusion, excessive units, low student success and completion rates
 - Solution:
 - Provide an equity tool that reduces student barriers to accessing information.
 - Sequencing courses on a quarter-by-quarter basis to clarify pathways to transfer, earning a certificate, and entering the labor market.
 - Pathways are thoughtfully constructed by counseling and instructional faculty to reduce time to completion, increase rates of completion, and recognize milestone achievements in the labor market.
- What?
 - Problem: Too many course choices for students lead to confusion, excessive units, low student success and completion rates
 - Solution:
 - Provide an equity tool that reduces student barriers to accessing information.
 - Sequencing courses on a quarter-by-quarter basis to clarify pathways to transfer, earning a certificate, and entering the labor market.

- Pathways are thoughtfully constructed by counseling and instructional faculty to reduce time to completion, increase rates of completion, and recognize milestone achievements in the labor market. They include:
 - A visual representation to illustrate learning outcomes.
 - A collaborative process to clarify programs and their intended outcomes.
 - A backwards plan intended to recognize milestone achievements and employability.
 - A facilitator of curriculum reflection and review.
 - A launching pad to discuss integrated student services.
- Benefits for Students, Counseling, & College
 - Students: reduce barriers; reduce time to degree; positive psychological and economic effects; simplify decision making; increase availability of program information; increase student success and degree attainment.
 - Counselors: clarify program requirements; helps to disseminate clearer, more complete information to students.
 - College: aids in providing more predictable schedules.
- Framework
 - Begin with the end in mind.
 - Identify skills needed for students' next steps, whether entering the workforce or transferring.
 - Initially plan 2-yr default maps for "ideal" full-time students, while recognizing that each student is an individual and should see a counselor for further guidance.
 - Mapping is an iterative process.

Program Maps

- Include: sequenced courses, General Education and Elective courses, length of time to completion, total units needed for completion, counseling notes, career options, labor market information, basic skills associated with their program of study.

Design Principles

- What They Do
 - Agree upon principles to inform our work.
 - Reflect the college's mission, vision, and values.
 - Helps address points of contention and uncertainty.
- Our Design Principles
 - Philosophy: holistic student approach; student readiness; equitable systems; systemic student support; clearly communicated pathways; community engagement and accountability; open-mindedness.
 - Objectives: student-facing; full-time student maps first; fulfill GE requirements in 1st year; create 2-and 3-year default plans; maps broad enough for transfer; major course in 1st-year; balanced workload; clear and accurate; includes counseling notes, stacked certificates and degrees, and transfer school information.
 - Data Informed: our philosophy and objectives are data informed, based on evidence indicating that students who complete Math and English requirements in their first year, 12 units in their first term, and 3 courses in the same major area during the same year are more likely to succeed and complete their program of study.

Mapping Timeline

- Department and Division Presentations (December-March, 8 completed to date)
- Mapping Template Created (January-February)
- Mapping Videos Created (March)
- Mapping Teams Launch (April)

Program Mapping Team

- Approved structure of GP as cross-functional team (e.g., administrators are aware that we will need to schedule specific classes more regularly to align with program maps); the Mapping and Meta Majors team is part of this approved structure.
- Program Mapping Team Objectives: Program mapping, professional development, scheduling, internships, service leadership.
- Program Mapping Team Scope of Work: Program map review, disseminating information and meeting with departments throughout mapping sessions, ensure maps are updated, create a script and manage video production, create a “temperature gauge.”

In attendance: Tommy Asrat, Luis Carrillo, Roosevelt Charles, Janie Garcia, Miloni Gandhi, Evan Gilstrap, Hilary Gomes, Raven Hayes, Fatima Jinnah, Elaine Kuo, Eleazar JR Jimenez, Natalie Latteri, Amy Leonard, Dokesha Meacham, Lene Whitley-Putz, Laura Gamez, Carolyn Brown, Josh Pelletier, Kathryn Maurer, Michelle McNeary, Laurie Scolari, Oli M., Jose Wang-Nava