Institute #4 Advance Work
OVERVIEW AND INSTRUCTIONS

<mark>**Institution Name**</mark> _____

Pathways Institute #4—Supporting Students Progress on their Pathway
This is the advance Work for Institute #4 in January 2019.

In preparation for SUNY Guided Pathways Institute #4, each college team is required to complete advance work, which complements the college's current pathways integration and enhances the value of the college team's participation at the Institute. There are a total of four assignments to be *completed and submitted in advance* of Institute #4. As you did with the Flow Chart activity for Institute #3, part of the Institute #4 advance work is designed to draw from your college's most recent Community College Survey of Student Engagement (*CCSSE)* data, SUNY SOS Student Opinion Survey, or any local data on student opinions. You will look at a few of the same questions you did for Institute #3, as well as several different questions. This time as advance work we are asking you to review the CCSSE or other local data, and then during Institute #4 synthesize the data with what you learn from the focus groups. Additionally, please engage with the reading list and submit a **2-3 page descriptive report** identifying common themes from the *Student Focus Groups,* a **2-3 page descriptive report** identifying common themes from the *Faculty Focus Group,* and the *Short-Term Action Plan* **(Parts IA and IIA only)** to **Renee Dimino** at rdimino@monroecc.edu by <mark>**Wednesday, January 9th.**</mark>

Advance Work Assignments
1. *Reading list items*
2. *Student Focus Group Descriptive Report*
3. *Faculty Focus Group Descriptive Report*

This planning tool was adapted for the SUNY Guided Pathways from a template that was developed by the Community College Research Center and the American Association of Community Colleges' Pathways Project.

4. *Short-Term Action Plan* (Parts IA Questions 1-3 and part of IIA only)
This document outlines suggestions for how the team can approach the advance work for Institute #4.

Pre-Institute Team Meeting(s)

The Community College Research Center recommends that the college team schedules two face-to-face team meetings (outside of the focus groups) to discuss and finalize the pre-institute homework. The amount of time to gather materials, enter data, and complete the pre-institute homework documents may range from three to five days (not including focus groups), depending on the college's familiarity with accessing and analyzing survey results. Recommended agendas for team meetings are provided below.

First Pre-Institute Team Meeting *(approximately one hour face-to-face)*
- Briefly review all pre-Institute homework assignments, including progress made to date on focus groups.
- Designate a team member or colleague to serve as a Focus Group Coordinator, handling the logistics and arrangements of the focus groups. If your college requires IRB approval for focus groups, the Focus Group Coordinator will submit the necessary paperwork. Considering the holiday breaks and given the limited time between Institutes #3 and #4, it is recommended that the focus groups be conducted in the remainder of October, November, or early December.
- Designate a team member or colleague to serve as a Facilitator of the focus groups.
- Designate a team member or colleague to retrieve relevant *CCSSE* reports, SUNY SOS Student Opinion Survey, or any local data on student opinions from online reporting systems.

Between the First and Second Pre-Institute Meetings, all team members will:
- Review focus group descriptive reports.
- Review CCSSE results, SUNY SOS Student Opinion Survey, or any local data on student opinions.

Second Pre-Institute Team Meeting (approximately two to four hours, face-to-face)
- Review, as a group, the student focus group descriptive report, faculty focus group descriptive report, and CCSSE results, SUNY SOS Student Opinion Survey, or any local data on student opinions.
- Respond to the guiding questions in Part I of the Short-Term Action Plan.

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