

## **Institute #1: Benchmarking, capacity, and transformational change**

### **Pre-work OVERVIEW AND INSTRUCTIONS**

#### **1. Pre-work reading**

- a. *Redesigning America's Community Colleges* (copy of book included in your Welcome Box)
- b. *Becoming a Student Ready College* (copy of book included in your Welcome Box)
- c. [Review Pathways Graphic](#)

After reading the items above (Team Facilitator and Executive Lead), convene your institute #1 team and, as a group, review the book summaries and the Pathways Graphic. We recommend scheduling 1-2 hours for this first team meeting. Work to build a shared understanding of the “why” of guided pathways reforms and key concepts of the work ahead. Text summaries and suggested discussion questions will be available in the Team Facilitators OER by mid-July.

#### **2. KPI data collection**

Each SUNY Guided Pathways participating institution is asked to complete data reporting on student outcomes using a limited set of key performance indicators, or KPIs. Please submit the completed template to Renee Dimino ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu)) by August 15, 2019. The template will be available shortly after the associated webinar (see below).

There is a webinar explaining this KPI process in detail scheduled for July 11, 2019 (for data contacts). Please see email invitation for link and further details.

#### **3. Short-Term Action Plan**

Each institute will utilize a short-term action plan. Some portions will be completed before the institute, while other portions will serve to guide your team strategy sessions during the institute. For institute #1, please complete sections I, II, and III (A and B) with your **institute #1 team** and submit to Renee Dimino ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu)) by September 24, 2019. To facilitate this continued team work, we recommend scheduling full-institute-team meetings to cover:

- Part I: 30 minutes
- Part II: 30 minutes
- Part III (A and B): 60-90 minutes

Your coach will review your pre-work in order to help facilitate team strategy sessions during institute #1. A hard copy of your short-term action plan (and other associated materials) will be included in each participant's institute binder. You may find it helpful to bring an electronic copy for notetaking during the team strategy sessions.