SUNY GUIDED PATHWAYS INSTITUTES

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Part I: What Would Your Preferred Intake Design Look Like?

TO BE COMPLETED BY COLLEGE IN ADVANCE OF THE INSTITUTE
Due date for submission of advance work is September 17, 2016. Submit to Renee Dimino at rdimino@monroecc.edu.

Instructions: Review the flowchart that you created as part of the advance work, respond to the following questions, and submit to Renee.

Guiding Questions	College Responses to Guiding Questions
1. How many steps does it take for your typical student from the point of contact to first day of class? Is the process reasonable and easy?	
2. Are the steps for intake clearly communicated to students? How do you know? What are the mechanisms for communication?	
3. Are the steps for continued enrollment (into second and subsequent academic terms) clearly communicated to students? What are the mechanisms for communication?	
4. Are there any unnecessary steps in the process or steps that can be combined or eliminated?	

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.

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Guiding Questions	College Responses to Guiding Questions
5. What is missing from the process that would help ensure that students are informed and aware about what they need to next?	
6. Do you think that your faculty and staff fully understand the intake process and would provide students consistent answers to questions about intake and enrollment processes?	

Institution Name:

Part I-A: What Would Your Preferred Intake Design Look Like?

TO BE COMPLETED DURING COLLEGE TEAM STRATEGY SESSION #1 AT THE INSTITUTE

Instructions: Develop a flowchart outlining the ideal intake process for students, highlighting and addressing the gaps and/or unnecessary steps in the current structure. Create an action plan and timeline (see Part III) for implementing a revised intake process.

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.

Page 3 of 10

SUNY GUIDED PATHWAYS INSTITUTES

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Part II: Developmental Education Redesign Action Planning

TO BE COMPLETED DURING COLLEGE TEAM STRATEGY SESSION #2 AT THE INSTITUTE

*Instructions: Reflect on the institution's results from the **Survey on the Core Principles for Transforming Remediation** and identify the institution's strengths and weaknesses related to your existing structure for offering developmental education. Use the team session to create an action plan and next steps for revising your approach to developmental education, fully integrated into your pathways reforms. Complete the following table highlighting priorities for each Core Principle, next steps and responsible parties for implementation:*

SUNY GUIDED PATHWAYS INSTITUTES

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Core Principle	Next Steps	Timeline	Responsible Parties
Principle 1: _Every student's postsecondary education begins with an intake process to choose an academic direction and identify the support needed to pass relevant credit-bearing gateway courses in the first year._			
Principle 2: _Enrollment in college-level math and English courses or course sequences aligned with the student's program of study is the default placement for the vast majority of students._			
Principle 3: _Academic and non-academic support is provided in conjunction with gateway courses in students' academic or career area of interest, through co-requisite or other models with evidence of success in which supports are embedded in curriculum and instructional strategies._			

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.

Page 5 of 10

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Principle 4: *Students for whom the default college-level course placement is not appropriate, even with additional mandatory support, will enroll in rigorous, streamlined remediation options that align to the knowledge and skills required for success in gateway courses in their academic or career area of interest.*			
Principle 5: *Every student engages with content in their required gateway courses that is aligned with their academic program of study-especially in math.*			
Principle 6: *Every student is supported in staying on track to a college credential, from intake forward, through their institution's use of effective mechanisms to generate, share, and act on academic performance and progression data.*			

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.

Page 6 of 10

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Part III: Action Planning and Next Steps

TO BE INITIATED DURING COLLEGE TEAM STRATEGY SESSION #3 AND AUGMENTED WITH OTHER COLLEGE PERSONNEL

Instructions: Use the following questions to guide discussion. Facilitated discussion will highlight divergent and convergent perceptions, leading toward team consensus.

Guiding Questions	College Responses to Guiding Questions
Which issues/approaches/ strategies discussed during the Institute sessions are potentially of greatest interest to the college?	
What existing knowledge and/or college work has been reinforced?	
Discuss insights the team has gained from these conversations; name 3–5 as a team.	
What do you not know now that you need to know about these issues/approaches? How will you obtain that additional data/information?	
REQUIRED: *Please describe needed technical assistance and/or professional development to support the college's work on redesigning student intake and support systems*	

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.

SUNY GUIDED PATHWAYS INSTITUTES

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Guiding Questions	College Responses to Guiding Questions	
Instructions: At this point, your team has reviewed and discussed implementing and advancing program mapping at your institution. Now comes an opportunity for the team to reflect on its learning, think through options for the college's strategic approach to designing and implementing guided pathways at scale, and establish new or refined priorities for the work on campus. The college team should discuss next steps: whom to involve, how to communicate findings and broaden engagement on campus, and how, when, and by whom follow-up steps will be taken Once you've engaged key college constituencies in discussion of data, issues and strategies, **return this completed action plan to Renee Dimino (rdimino@monroecc.edu) by Friday November 9, 2018.** *Add rows as necessary.*		
PRIORITIES: NEXT STEPS	**BY WHOM**	**BY WHEN**

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.

Page 8 of 10

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name:

Part III: Action Planning and Next Steps (cont.) — Working the Plan

TO BE COMPLETED AND AUGMENTED WITH OTHER COLLEGE PERSONNEL

*Next Steps: This template is provided for more detailed planning in regard to identified priorities/strategies for designing and implementing guided pathways at scale. Once you've identified and collaborated with key people on your campus, **return this completed action plan to Renee Dimino (rdimino@monroecc.edu) by Friday November 9, 2018.** Add rows as necessary.*

Priority/Strategy	Goal(s)	Activities Tasks	Responsible Person(s)	Timeline		Resources	Potential Issues or Concerns
Identify the top priorities for next steps in the work	Based on these priorities, name specific desired student outcome	List the steps required to accomplish these priorities	Who will assume leadership responsibility?	Implement date	Formative evaluation date	What resources (time, people, facilities, and money) need to be allocated/reallocated?	What challenges do you anticipate?

Short-Term Action Plan
Pathways Institute #3
On-boarding Students to Pathway

Institution Name: