Institute #6: Institutes Capstone

Pre-work
OVERVIEW AND INSTRUCTIONS

a) Pre-work Reading

b) Pre-work to submit
   a. Scale of Adoption (see attached documents for full details and instructions)
      i. Individual Responses
      ii. College Team Response
      iii. Facilitated Team Consensus (this document will be completed by your facilitator during the Facilitated Team Consensus meeting in May)

b. KPI Updates (needed items will be sent to team facilitators and data contacts in a separate email)

c. Completion of Progress on Implementation and Implications for Sustainability (attached to this email)
   i. Completed after “Facilitated Team Consensus” of Scale of Adoption has been completed.
   ii. Your work on this document will guide your institution’s continued work on guided pathways implementation, and will be utilized as the basis of your college team report out during institute #6. You will have up to four minutes for your report out, so feel free to share highlights of your work and don’t feel like you need to cover everything.

Note: For this Institute, the Short-term Action Plan does not require work in advance. It will be used as a working document during the team sessions at the Institute at Coltivare (Tompkins Cortland Community College). It is included with your pre-work for your preview.

If there are any questions about the submission of any Institute #6 work, please contact Renee Dimino (rdimino@monroecc.edu).

This planning tool was adapted for SUNY Guided Pathways from a template that was developed by the Community College Research Center and the American Association of Community Colleges’ Pathways Project.
Summary Work Timeline
Institute #6: Institutes Capstone

Pre-work:
1) **Pre-Institute Reading**
   a) Core team members read "The Policy Leadership Trust for Student Success: Overview of the State Policy Framework" from Jobs for the Future (JFF).

2) **Scale of Adoption** (see attachments for full details and step-by-step instructions)
   a) Identify 20 members of your larger institution community to complete the Scale of Adoption "Individual Responses".
   b) Schedule (ASAP) approximately 2-3 hours for your core team to review the "Individual Responses" and to synthesize your "College Team Response". - Due April 26
   c) Look for an email to schedule an appointment for your "Facilitated Team Consensus".

3) **KPI Update – Due April 26**
   a) Complete the KPI data update.

4) **Review of Progress on Implementation and Implications for Sustainability**
   a) Once your “Facilitated Team Consensus” is scheduled, schedule 1-2 hours after that date with your core team to complete the Review of Progress on Implementation and Implications for Sustainability. Discuss the report out with your team.
   b) Submit as part of pre-work submissions by June 21.

5) **Review Short Term Action Plan to prepare for team work at the Institute**

   a) Work through the short-term action plan, including
      a. Institutional Policies to support Guided Pathways Policy Self-assessment for Governing Boards
      b. Work Planning – Fall 2019 through Fall 2020.

   b) Finalize plans for College Team Report-out

After the Institute:
   a) Finalize short-term action plan with appropriate college-personnel.
   b) Complete the final financial report for the project (more information will be disseminated soon).

Submit all post-work items to Renee Dimino via email (rdimino@monroecc.edu) by July 15, 2019.

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