

Brave Communication Workgroup

MPC Communications Plan Proposal – February 2020

Recommendation #1: Monthly Communication Process

Implementation:

1. Verbal Updates at MPC Meetings
 - Each group provides a short update at scheduled MPC meetings
 - Include activities the Workgroup has accomplished in the past month, and upcoming work for the next month
 - Workgroups alternate each week; two at the first meeting and two at the second
2. Workgroups email updates and documents to MPC team
 - At the end of each month, each workgroup submits to MPC (VPI office and/or Coordinators):
 - A bulleted summary/synopsis of completed and upcoming activities (See template)
 - Agendas (past and upcoming)
 - Minutes (past and upcoming)
 - Any other relevant info/notes, such as recaps or announcements regarding activities (i.e. Mesa Mixers)
3. Webpage updates (www.sdmesa.edu/mesa-pathways)
 - Upon receipt of updates and docs (see item #2), MPC rep/staff and/or coordinator uploads all workgroup documents to the applicable Mesa Pathways workgroup webpage (www.sdmesa.edu/mesa-pathways/implementation-team.shtml).
4. MPC to send campus-wide email
 - Once information is posted on the Mesa Pathways webpage, MPC (VPI office rep) compiles all summaries (including MPC) into one report (See sample email template – to be finalized by the Brave Communications Workgroup and Office of Communications)
 - MPC emails the Mesa College DL (via bcc) with summary report
 - Email includes links to the applicable Pathways webpages for faculty/staff who want to see more detailed info (minutes, agendas, etc.)

Recommendation #2: Incorporate a feedback mechanism on Pathways webpage

Implementation:

1. MPC to request a MPC generic email (public folder) such as SDMesaMPC@sdccd.edu to be used and maintained by the VPI office and MPC Coordinators.
 - a. Add the email address to the webpage
2. Add phone number to the webpage
3. Create a simple feedback/comment form on the Mesa Pathways webpage
 - a. Responses will be sent to the generic MPC email, and responded to by MPC staff and/or Coordinators, as needed/appropriate.

SAN DIEGO MESA COLLEGE

Mesa College Committee Report

I. Committee Name: **Mesa Pathways**

II. Report to: President's Cabinet

III. Date of Meeting: **02/26/2020**

IV. Committee topics included:

- Guided Majors and Mapping work group charge was presented to MPC. The item is to be brought back to the next MPC meeting with a few suggested additions.
 - Add timelines and outcomes for the projects and connections to pillars
 - Prioritize the projects
 - Add mapping and areas of interest guidelines with clarification on what will happen to already completed maps as well as addressing concerns of various programs
- The communication plan presented by Brave Communication was approved.
 - Plan includes sample work group report and sample monthly MPC report for the campus
- Onboarding and Career Exploration work group and Proactive and Integrated Student Supports (PIZZAS) work group gave updates.

Next Meeting: March 11th at 12:45 pm in LRC 435.

SAN DIEGO MESA COLLEGE

Mesa Pathways Committee Minutes February 26, 2020

Attendees: Charlie Lieu, Trina Larson, Hai Hoang, Claudia Estrada-Howell, Larry Maxey, Jennifer Kearns, Manuel Velez, Leslie Shimazaki, Anne Hedekin, Isabel O'Connor, Cynthia Rico, Shawn Fawcett, Howard Eskew, Toni Parsons, Terry Kohlenberg, Ashanti Hands, Ian Duckles

Guests: Bridget Herrin

I. **Approval of Agenda:** Agenda was reviewed and approved. **Velez/Duckles**

II. **Minutes:** Minutes from February 12, 2020 meeting were reviewed and approved.
Rico/Duckles Velez abstained

III. **SOAA update**

- Howard has collected suggestions for Self-Assessment
- The committee gave a couple of more edits during the meeting
- Howard will collect these and input the information into NOVA by the March 1st deadline

IV. **GM and Mapping work group charge**

- Guided Majors and Mapping group presented their charge that contained 6 items
- The group needs to get clarity on items #1 and #2, before moving on.
- MPC suggested adding timelines and outcomes
- MPC also suggested tying the items of the charge with the four pillars
- Work group is working on creating a mapping framework and will hopefully have something to bring back to MPC on March 11th.
- MPC had some questions about #4 and suggested changing the language, from “do no harm” to “minimize negative impact”, or something similar
- MPC has asked the work group to bring timeline/outcomes/guidelines including addressing existing maps and address #4 with some statement for the campus that acknowledges and addresses fear

V. **Communication Plan – 2nd reading**

- Brave Communication group presented updated plan with small edits from the 1st reading
- These are recommendations for workgroups to give monthly updates
- At the end of each month, updates will be emailed to the MPC team along with other items such as agendas, minutes, summary documents, and any other relevant notes to be uploaded to the website.
- Work groups can complete the formatted and bulleted template that will then be uploaded to the website.

- Concerns about extra work were voiced which led to a conversation about possibly hiring a NANCE for support (note: this would be a NANCE for support of the work groups, not the NANCE position already approved for the website)
- Work groups do not need detailed minutes. The updated format can serve as minutes.
- A generic email will be set up where everyone can send their feedback and can be seen by whoever is monitoring that email.

Motion – To accept the Brave Communication proposal for updates with at a minimum a bulleted summary: minutes are optional. Motion passed with one opposed.

Eskew/Estrada-Howell

VI. Reports

a. Onboarding and Career Exploration

- Started the work at a high level and tied the work and plan to the regional efforts
- Work group created a Google account for the information to live
- Two-year plan includes goals and accomplishments. Detailed 90 day action plan work is broken up into 5 sub-groups: onboarding, comprehensive intake, orientation, career planning and professional learning.
- Every subgroup needs to complete the report form after every meeting: What topics were discussed?, What action items were accomplished?, Are you on target for your deadline?, What support needs do you have?, and What pillar does this work fall into?
- Work group is asking for NANCE support to look at all this and to support Mesa Journeys.

Motion – To get a NANCE approved by committee that would support all work groups

Estrada-Howell/Velez.

b. Proactive and Integrated Student Supports

- Plan is to think about how our academic support services and student support services can be integrated and proactive between instruction our students' lives.
- This semester the workgroup plans to have a space to talk about the touch points for students between all of our services and instruction
- The work group will us MC211 A/B, in June, to think about focused projects to work on, like technology, and build inquiry teams from that day

VII. Mesa Pathways 20/21 Planning

- Tabled
- Start thinking about what next year looks like and what adjustments need to be made

VIII. Upcoming Events

- Career Development Classroom Integration – Date might change after a request to switch to a Friday.
- Redesign with Transition in Mind - everyone interested can signup

IX. Announcements

- a. Position for NANCE to serve as website manager in the communications office has been filled
- b. Collecting letters of interest

X. Roundtable

Have a Community of Practice event on May 1st, to incorporate the student voice and everyone is welcomed – more information coming soon.

Project Assistant position has been offered for Communications Office.

Next meeting we will work on planning for 2020/2021.

Meeting adjourned.

Next Meeting: March 11th at 12:45 pm in LRC 435

Guided Majors and Mapping Workgroup: Charge of the Committee/Mission Statement DRAFT

The Guided Majors and Mapping Workgroup will:

1. Identify and explore mapping frameworks; seek input on these frameworks from the wider campus community (Academic and Counseling Faculty); develop a framework for implementation at Mesa College; make recommendations to the Mesa Pathways Committee (MPC)
2. Identify and explore frameworks for Meta-Major/Areas of Interest/Academic Concentration; seek input on these frameworks from the wider campus community (Academic and Counseling Faculty); develop a framework for implementation at Mesa College; make recommendations to the Mesa Pathways Committee (MPC)
3. Identify and explore frameworks for a Faculty Advising/Mentoring/Career Advising/Guidance Program; seek input on these frameworks from the wider campus community (Academic and Counseling Faculty); develop a framework for implementation at Mesa College; make recommendations to the Mesa Pathways Committee (MPC)
4. Identify systems of checks and balances through existing or new campus structures to ensure transparency and that these frameworks do no harm to programs, faculty, staff, or students.
5. Report on work and seek input and guidance from the MPC on items (1), (2), (3), and (4) above
6. Based on recommendations from the MPC, work to implement the frameworks identified in (1), (2), (3), and (4) above.