

SAN DIEGO MESA COLLEGE

**Mesa Pathways - Pathway Communication
Wednesday, September 16, 2020 - Zoom -
2437118723**

1. Welcome – Initial Thoughts/Check in
2. Approve Notes from Last meeting - 9/2/20 (in shared folder)
3. MPC Update - Anne/Jennifer/Andy
 - Templates
 - Newsletter
 - Professional Learning
4. Pathways Communication 2020-2021 Planning
 - Tool Box - Jennifer
 - Plain Language Flex/Badge Program – Inna/Ingrid
 - Glossary - Ingrid
 - Web page update - Jennifer/Amy
5. Roundtable
6. Meeting Schedule –Fall 2020 1st and 3rd Wednesday, 4:00 pm – 5:00 pm

September 16 2020

Pathways Communication

Members present

Andy McNeil
Ingrid Janye
Jennifer Kearns
Amy Lee
Howard Eskew
Anne Hedekin
Todd Williamson
Gity Nematollahi

Andy opened meeting

Welcome and Check in

Review of minutes and changes

Revisit of Glossary from previous meetings...

Question about the glossary by Howard was the glossary sent out
Ingrid- provided run down sent three times. Subgroup got together to review after all comments made

Looked at various community colleges and ASCCC

Still customizing to Mesa

Ingrid: challenges reassign time for her is gone. Not as much time for projects.

Suggested, schedule time to scrub before Mesa pathways.

Andy: Two readings at MPC plan to review every year. Questions about ready for publishable format language still in original term need to verify and customize to Mesa.

Meet every other week we can use the time to revise tackle a few pages at time.

Question about the glossary because the website will roll out on Friday. Want a point of reference to go to as how to present the final product. Is there some version that can be approved to support Pathways?

Templates

Brought up at the meeting

Draft of templates not branded suite yet...

Branding MPC with recognizable logos

Communication

Correct languages from "communications struggling"...change to communication within pathways is struggling

Use campus calendar

And tab for MPC

MPC Update

Talked about templates and how folks are not using them. Agenda item created for next meeting

Templates:

Jennifer shared Pablo's templates with a suite of documents

Photos and texts can be switched

Agenda templates

Pathways logo with banner

Great feedback on the templates.

Howard, clarification news letter and monthly reporting. Foresees discussion about these items. Clarification about work groups updates and MPC Monthly update. Confusion lies between update and the news letter. Working for clarification here. Asked by Isabel to be put on the next agenda.

Professional Learning: Andy shared we already have a system and structure for Professional learning. Howard identified places to put events. Introduced the template and the calendar. What does it mean for our group to get professional learning? Andy and Janue did a presentation at coordinator retreat on professional learning. Use LOFT as place to advertise professional learning with all of the MPC events and mixers. Calendar does curate this. LOFT helps to assist and plan events. Have discussion to clarify at the next MPC meeting. A lot of what we felt we were asked to do is covered in other areas.

Howard, clarification discussion about planning--planning not content but someone looking at the big picture. Look at specific things for the campus. Look at the events with programming and diluting attention because focused on scattering. Eye on calendar. Programming planning not content.

Andy further seeks clarification for charge of the workgroup if and when the original goals have been accomplished. How are tasks assigned to work groups?

Howard, toss back to our group. Status of this group? Have we accomplished our goals?

Andy elaborated on communication plan, glossary and plain language- example, yesterday PCAB meeting-data on scholarships eg. Example, scholarships and honors how we use language to engage students. Eg. use terms like grants other verbiage that may be more relatable

Further clarification for group...Tackle plain language. Revisit evolution of groups and projects related to how projects are assigned. Make up of work group or "needs" that don't have a work group specifically. This work group well suited for communication and some overlap with professional learning.

Caution group does task or do we reassign "projects"

Anne still a lot out there with data about equity and plain language

MPC Report

- Shelly Hess's project was presented. Project a huge undertaking. Highlights how overlap between projects. Need more communication about duplicative efforts.
- Jennifer advised the mapping workgroup ...Joel on the committee caution about the sustainability of the project. PDFs part of warehouse
- Communication issue not sustainable here.
- Also showed the tool box across campus.
- Create one for pathways

Forward planning for group

Andy suggests we look at moving toward plain language. A lot of work on the "scholarship" make more accessible. Continuing work. Students look at language and it does not apply. Plain language continues to come up as an area. Anne mentioned that it is an equity issue.

Question: how do we look at plain language?

Inna is not her but open to feedback?

Ingrid, looking at starting points.

Jennifer advised that all areas on the website are being reviewed at this time.

Andy proposed how do we undertake this? "Be a student" do some kind of review from that perspective.

Jennifer suggested we put this on an agenda. Jennifer has a lot of resources for this.

Confirmed put on an agenda explore which way to go with this.

Anne reiterated with the group that language is an equity issue

Jennifer did a project on search engines and language used by students.

Wait for the next MPC meeting and see the response. Revisit at our next workgroup meeting start with plain.

Jennifer caution the use of the optimization project was not plain language but a good start

Look at what they search and that we have it online. Germane to pathways because it talks about the student.

Anne suggested looking at the RP group student voices report for ideas

Glossary

Go through 22 pages. Make sure it is ready to go. Ingrid clarified that the glossary is not "custom to Mesa."

Andy recalls approval with understanding that we were going to clean it up.

Some sections continue to need editing.

If we are citing sources can be done quickly.

Questions as to how we take all items and "Mesa-onize?"

Anne suggested it might be customized enough at this point. Eg. Golden Four terminology used throughout the state.

Final true editing will be once it becomes used.

Ingrid asking if clean up keep parentheticals use terms like pending for items coming later.

Continue to clean up. Anne clarified that will be a "living document". Jennifer good point that if this is a living document who "caretakes" if and when pathways communication folds.

Send out to entire group.

Final thoughts

Updates on the webpage.

Amy will be adding a thumbnail. Anne asked for clarification of what exactly a thumbnail is? It is the small image that can later be "blown" up. Once glossary is prepped then will go on the webpage

Roundtable

Last thoughts

Invites sent out. 1st and 3rd.

Thanks to all.