California Community Colleges Guided Pathways (CCC GP) Action Plan, Implementation Timeline, and Allocation Summary

Introduction

The State of California's \$150 million one-time investment in the Guided Pathways framework has provided an opportunity for colleges to launch Guided Pathways as a framework for college transformation. As part of this investment, each college will receive support to begin an intensive five-year planning and implementation process to rethink and redesign their institutions to be more student-centered. To begin this cultural and institutional transformation to make our colleges student-ready, each college was invited to complete and submit the <u>California Community College Guided Pathways Self-Assessment</u> <u>Tool</u> (Self-Assessment). The California Community Colleges Guided Pathways Action Plan, Timeline, and Allocation Summary (Work Plan) outline how the college will advance its work for each of the 14 key elements of the Self-Assessment.

Completion of these documents will be needed to access available funding. **Purpose**

This Work Plan provides a template for each college to outline next steps to advance toward or maintain full scale adoption on each of 14 Self-Assessment elements. Note that full scale adoption is not expected for every college on every element within the five-year time frame. Rather, each college, given its current adoption stages based on the completed Self-Assessment, should outline a plan and realistic outcomes for the time period between spring 2018 and summer 2019. College Work Plans covering this first phase of planning only need to address <u>only</u> those areas addressing planned activities. As a result, all 14 items are unlikely to include planning efforts and will vary college by college. The Chancellor's Office recognizes that these plans may also change as implementation efforts evolve. Those changes may be noted in future planning reports. The guided pathway effort will take time to implement, and these documents will cover just the first phase of what will be at least five years of planning and activity in order to achieve full adoption.

Use

Each completed Work Plan will be reviewed by Wednesday, May 30, 2018 by a team of reviewers who will supply feedback on the plan intended to support implementation efforts. A rubric will be developed to allow each reviewer to gather similar information from each college work plan to inform future capacity building support including resource materials, field guides, and online learning modules that will provide resources to support Guided Pathways inquiry, design, and implementation. A summary of the information gleaned from the college plans will be completed to provide context for the statewide guided pathways movement overall. This summary will also be provided to the legislature to support inquiries regarding statewide implementation.

Overview

The Work Plan covers Phase I (spring 2018-summer 2019) of the California community colleges guided pathways effort. Mirroring the Self-Assessment, an action plan template is provided for three categories— inquiry, design, and implementation—with a row for each of the Self-Assessment elements. It is not expected that colleges will be undertaking work on all of the elements during this Phase I time frame. For Phase I, the colleges should select which elements will be the primary focus during this first phase, and provide action plans for these. Many colleges will be at the inquiry stage and will not begin design or implementation efforts at this time. However, colleges who have already engaged in efforts regarding specific elements may continue focus efforts in these areas. For each of these elements, a local cross-functional team is asked to outline and vet plans to advance along the scale of adoption. Efforts and programs that will be aligned and integrated to support the work on each element should be noted.

Deadline

The completed Work Plans must be submitted via the online portal by Friday, March 30, 2018. Until the online portal is made available, colleges may use this Word document for preparing individual submissions.

Funding

If a Self-Assessment was completed and submitted by Saturday, December 23, 2017 and college representatives attended an IEPI workshop dedicated to the self-assessment process, the college's submission of a completed Work Plan will trigger the first <u>allocation payment</u>. The payments will be released by Monday, April 30, 2018.

Follow-Up

The Work Plan is a living document that will be updated periodically along with the Self-Assessment to document the college's process and progress for adopting a Guided Pathways framework. Colleges have the option to update their Work Plan at any time. However, an updated version of the Work Plan and the Self-Assessment will be due annually. The completion and submission of an updated Work Plan and Self-Assessment will trigger the second allocation payment. These payments are expected to be released in late spring every year through 2022.

INSTRUCTIONS FOR COMPLETION OF THE CALIFORNIA COMMUNITY COLLEGES GUIDED PATHWAYS ACTION PLAN, TIMELINE, AND ALLOCATION SUMMARY (Note that these instructions include directions that will appear in the online portal that do not appear in the Word version)

Plan

STEP 1: Print or download the college's completed Self-Assessment.

STEP 2: Select your college from the dropdown menu at the top of the Action Plan page. STEP 3: Ensure that the pre-populated Scales of Adoption are correct for each element based on the completed Self-Assessment. If not, please contact guidedpathwaysinfo@cccco.edu.

STEP 4: Outline plans—strategies, approaches, policies, activities, actions—that will move the college toward the next stage(s) of adoption for each key element described in the Self-Assessment tool. If your college will not address a particular element in during this Phase I, please select from the available dropdown menu: "Will not address during this time period." If that is selected, there is no need to outline plans, strategies or actions for this element. The timeline (see STEP 8) will provide an opportunity to indicate when you will anticipate incorporating the remaining elements into your plan.

STEP 5: List the initiatives, programs, funding streams, and efforts that will be aligned and integrated to make progress for those elements that will be addressed in this Phase I timeframe. STEP 6: Indicate what success will look like—how these plans are anticipated to benefit the institution and its students--as a result of these efforts for each element to be addressed in this Phase I time frame? To what extent will efforts impact the college structure, culture, or key performance indicators?

STEP 7: Select the change in the scale of adoption anticipated during the selected timeframe using the dropdown menu.

Implementation Timeline

STEP 8: Complete the GANTT chart to indicate the timeframe during which you would anticipate addressing each of the 14 key elements included in the CCC GP Self-Assessment. It is assumed that you will provide plans and strategies for those most germane to your college's current stage, but that you will be forecasting when you are most likely to address the remaining elements over the five-year timeframe. This can be revisited in future plans as your work progresses.

Key Performance Indicators

STEP 9: Review current KPI data. The KPI data will be automatically updated each planning period to invite reflection and inform future planning.

Allocation Summary

STEP 10: Estimate the anticipated percentage of the CCC GP allocation to be used for the various activities and expenses. The amounts will pre-populate automatically from the percentages indicated based on the college's allocation for this time period.

College: (*dropdown menu with list of all colleges*)

Timeframe: (dropdown menu with five? options: Spring 2018-Summer 2019, Fall 2019-Summer 2020, Fall 2020-Summer 2021, Fall 2021-Summer 2022; preselection Summer 2018-Summer 2019

Inquiry:Eng solutions	Inquiry: Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions							
Key Elements of Self- Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will beleveraged, please select "Not applicable" from the dropdown menu.	Outcomes : Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe			
 1. Cross Functional Inquiry- College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success. College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence. 	Autofill information from submitted self- assessment for each cell in this column in each table: • No change • Pre- adoption • Early Adoption • Scaling in Progress • Full Scale	Dropdownmenuoption for <u>each cell in this</u> <u>column in each table</u> . • Will not address during this time period Note, this selection should make the next three columns unfillable.	Add "Not applicable" option to a dropdown menu <u>for each</u> <u>cell in this column for each</u> <u>table</u> .		Dropdown menu <u>for each</u> cell in this column in each table: • No change • Pre-adoption • Early Adoption • Scaling in Progress • Full Scale			

Inquiry: Eng solutions	aging campus s	takeholders in actionable re	esearch and with local data; cr	eating consensus about r	nain issues and broad
Key Elements of Self- Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will beleveraged, please select "Not applicable" from the dropdown menu.	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
2. Shared Metrics - College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives.	Pre-Adoption	staff to access student data, with small pilot group in spring and summer 2018. Develop training on how to properly use data dashboard for end users for fall 2018 Convocation/Flex week.	The Data Inquiry Group (DIG) worked for a year on defining shared metrics on things like success, retention, and persistence, and common variables by which to disaggregate (such as student demographics, course modality, site, etc.). DIG worked with district IT to create a user- friendly data-dashboard in Tableau.	 Data dashboard users will successfully engage with shared metrics in a meaningful way in program review. Committees that receive program review requests will use shared metric for planning and resource allocation. Guided Pathways Task Force will identify additional metrics if needed and will work with DIG to align existing metrics with pathways, rather than college-wide or program-level data. 	Early adoption by fall 2019

3. Integrated			
Planning - College-			
wide discussions are			
happening with all			
stakeholders and			
support/commitment			
has been expressed			
by key stakeholders			
to utilize the Guided			
Pathways framework			
as an overarching			
structure for the			
college's main			
planning and			
resource allocation			
processes, leveraging			

Key Elements of Self- Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will beleveraged, please select "Not applicable" from the dropdown menu.	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
existing initiatives and programs.					

Desig	Design: Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways							
Key Elements of Self- Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will be leveraged, please select "Not applicable" from the dropdown menu.	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe			
4. Inclusive Decision- Making Structures - College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework.								
Constituents have developed transparent cross- functional work- teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input. In addition, this plan strategically engages college governance bodies college-wide.								

Desig	n: Establishing a	nd using an inclusive process to ma	ake decisions about and desi	gn the key elements of Gu	uided Pathways
Key Elements of Self- Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will be leveraged, please select "Not applicable" from the dropdown menu.	Outcomes : Indicate what success will look like as a result of these efforts.	Anticipated Changein Scale of Adoption During Timeframe
5. Intersegmental					
Alignment - (Clarify					
the Path)					
College engages in					
systematic					
coordination with K-					
12, four-year					
institutions and					
industry partners to					
inform program					
requirements.					
6. Guided Major and					
Career Exploration -					
(Help Students					
Choose and Enter a					
Pathway)					
College has					
structures in place to scale major and					
career exploration					
early on in a					
student's college					
experience.					

7. Improved Basic	Early Adoption	College will use Multiple Measures	A new math and English	An increased number of	Scaling In Progress
		Placement and implement accelerated		students will take college-	Scaling in Flogless
Skills - (Help		English and math sequence in order to			
Students Choose and			and developed Spring 2018,	courses within their first	
Enter a Pathway;			will be piloted in Fall 2019.	year; students will	
Ensure Students are			English & math departments	complete remediation and	
Learning)		First Year Experience (FYE) program		enter a pathway more	
College is			multiple measures for	quickly.	
implementing		e	placement using high school	quiekiy.	
evidence-based			GPA and transcript data and	Increased student	
			will implement beginning Fall	awareness of career and	
			2018.	program pathways.	
		pathway & program more quickly.	2010.	program pathways.	
			The FYE pilot was launched in	The current ESL pathway	
			Fall 2016 and scaled up in Fall		
			2017. FYE program outcome	supporting students or	
			data (GPA, persistence,	helping them move on to	
			retention, units completed,	college-level curriculum.	
		measures for ESL students who didn't	A	By redesigning the ESL	
			surveys, etc.) has been	program, we hope to	
			collected.	increase retention of ESL	
		S2018-F2018: Test possible multiple		students and the percentage	
		measures for ESL and assess their		of ESL students who	
		effectiveness. Begin offering ESL	ESL Curricular Redesign	complete English 1A	
		orientation for new and continuing		within three years of taking	
		ESL students.		their first credit ESL course	
				by 2% annually.	
		Improve ESL curriculum			
		sequencing			
		F2017-S2018: Inactivate or update of			
		outdated courses. New accelerated			
		course sequence outlined and			
		submitted to the state for approval.			
		CDPC Certificates written and ready			
		for submittal upon approval of new			
		noncredit courses.			
		F2018: Develop accelerated course			
		materials for new ESL courses.			
		S2019: Pilot new accelerated ESL			
		courses followed by assessment of			
		student performance, retention,			
		persistence.			
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Desig	n: Establishin	g and using an inclusive proc	cess to make decisions about a	and design the key elemen	ts of Guided Pathways
Key Elements of Self- Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will be leveraged, please select "Not applicable" from the dropdown menu.	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
practices to increase access and success in college and/or transfer- level math and English.					

8. Clear Program			
Requirements -			
(Clarify the Path)			
College is clarifying			
course sequences			
for programs of			
study (including key			
milestones) and			
creating predictable			
schedules so that			
students can know			
what they need to			
take, plan course			
schedules over an			
extended period of			
time, and easily			
see how close they			
are to completion.			
College offers			
courses to meet			
student demand.			
In order to meet			
these objectives,			
college is engaging			
in backwards			
design with desired			
core			
competencies and/or			

Desig	Design: Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways									
Key Elements of Self- Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will be leveraged, please select "Not applicable" from the dropdown menu.	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe					
student outcomes in mind (including time- to-goal completion and enhanced access to relevant transfer and career outcomes).										

Impleme	Implementation: Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale								
Key Elements of Self- Assessment (9-14)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will beleveraged, please select "Not applicable" from the dropdown menu.	Outcomes : Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe				
9. Proactive and Integrated Student Supports - (Help Students Stay on the Path) College provides academic and non- academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services.	Early Adoption	meta majors. Academic and non-academic student services will develop Canvas pages which	deliver academic (Student Academic Success Workshops) to all students and pre-enrolling them as they become students. A Canvas shell for Student Services (non academic support) has been created, but content has not been developed. Introducing Canvas during Jump Start (for graduating HS students) or in Group Counseling (for New Students)	 Outcomes will be measured by State 1. Increasing faculty, staff, Prand student awareness of 20 Canvas 2. Increasing faculty, staff, and student use of canvas 3. Developing Student Services shell 					

10. IntegratedPre-AdopTechnology(formerlyInfrastructure -as In Program(Help Students Chooseand Enter a Pathway;Help Students Stay onthe Path)College has thetechnologyinfrastructure toprovide tools forstudents as well asinstructional,counseling, andstudent support	 listed platform to deliver online student support, including instruction, counseling, and tutoring. An Early Alert system will be implemented campus wide tha allows faculty and staff to refe students to necessary resource and track student progress. Guided Pathway Maps will be developed and made accessible online for all incoming and continuing students. Student portal will be modified 	Student Success Center has adopted CCCconferZoom to deliver online tutoring to all students via Canvas. The DE committee and Design Resource Faculty are currently considering adoption of CCCconferZoom or t Cranium Café to provide online r counseling to students that will s also be accessible via Canvas. The Student Success Resource Faculty and Interim Dean of e Student Services have completed TutorTrac training for the Early Alert module. d The Design Resource Faculty member was hired in fall 2017 and is currently working closely with faculty to provide online instruction that will aid in moving	Students will have a clear understanding of all necessary coursework associated with their declared major <i>before</i> they begin taking courses and will have information regarding their progress more readily available <i>throughout</i> their college experience. In result, student Canvas and Portal access data should increase and the time to degree should decrease.	
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Impleme	ntation: Adapt	ting and implementing the k	ey practices and components o	of Guided Pathways to meet stu	dent needs at scale
Key Elements of Self- Assessment (9-14)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will beleveraged, please select "Not applicable" from the dropdown menu.	Outcomes : Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
faculty and staff to support planning, tracking, and outcomes for Guided Pathways.					
11. Strategic Professional Development - (Help Students Stay on the Path; Ensure Students are Learning) Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college's strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes.	Pre-adoption	Develop and maintain an online virtual Faculty Development Center, including information about Pathways progress, a forum to allow faculty conversations and exchange of ideas/material, general best practices, etc. Incorporate Guided Pathway training into part-time faculty orientation each semester. Incorporate Guided Pathway training and updates into Convocation each year. Develop regular Flex/professional development opportunities campus wide that are organized in modules and associated with badges to track completion.	Campus has established Flex Committee that will be used to deliver Flex Guided Pathway opportunities. Professional development is requested as needed from Program Review. Campus-wide annual Convocation that allows opportunity to discuss Pathways.	Awareness of Guided Pathway for faculty and staff. Increase the number of Guided Pathways professional development available. Delivery of professional development that can reach the majority of WCC (faculty, staff, admin) at all of our locations (WCC, LCC, CCC).	Early adoption by 2019

12. Aligned Learning			
Outcomes - (Ensure			
Students are Learning)			
Learning outcomes are			
aligned with the			
requirements targeted			

Implementation: Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale						
Key Elements of Self- Assessment (9-14)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will beleveraged, please select "Not applicable" from the dropdown menu.	Outcomes : Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe	
by each program and across all levels (i.e., course, program, institutional) to ensure students' success in subsequent educational, employment, and career goals.						

13. Assessing and			
Documenting			
Learning - (Ensure			
Students are Learning)			
The college tracks			
attainment of			
learning outcomes			
and that information			
is easily accessible to			
students and faculty.			
Consistent and			
ongoing assessment of			
learning is taking			
place to assess			
whether students are			
mastering learning			
outcomes and			
building skills across			
each program and			
using results of			
learning outcomes			
assessment to			
improve the effectiveness of			
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Implemen	Implementation: Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale						
Key Elements of Self- Assessment (9-14)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will beleveraged, please select "Not applicable" from the dropdown menu.	Outcomes : Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe		
instruction in their programs.							
14. Applied Learning Outcomes - (Ensure Students are Learning) Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs.							

Please complete the following GANTT chart to indicate the timeframe during which you would anticipate incorporating each of the 14 key elements

included in the CCC GP Self-Assessment **into your plan**. Use the PAINT function by selecting the appropriate cells and then click on the Paint dropdown menu to select a color to fill in the cells. Please use blue for Inquiry, green for Design, and orange for Implementation elements.

Key Flements	Spring 2018-Summer 2019	Fall 2019-Summer 2020	Fall 2020-Summer 2021	Fall 2021-Summer 2022
Key Elements	spring 2018-Summer 2019	Fail 2019-Sullinei 2020	Fall 2020-Summer 2021	Fall 2021-Summer 2022
EXAMPLE 1. Cross-functional inquiry				
EXAMPLE 5. Intersegmental alignment				
EXAMPLE 14. Applied learning opportunities				
Inquiry (1-3)				
1. Cross-functional inquiry				
2. Shared metrics				
3. Integrated planning				
Design (4-8)				
4. Inclusive decision-making				
5. Intersegmental alignment				
6. Guided major and career exploration				
opportunities				
7. Improved basic skills				
8. Clear program requirements				
Implementation (9-14)				
9. Proactive and integrated student supports				
10. Integrated technology infrastructure				
11. Strategic professional development				
12. Aligned learning outcomes				
13. Assessing and documenting learning				
opportunities				
14. Applied learning opportunities				

CCC GP Key Performance Indicators

The KPI data will be automatically updated each planning pe	eriod to invite refle	ection and inform	n future planning		
Key Performance Indicators	Current KPI Data (Autofill from Launchboard)	Spring 2018- Summer 2019	Fall 2019- Summer 2020	Fall 2020- Summer 2021	Fall 2021-Summer 2022
PARTICIPATION					
Number of students		To be pre- populated in advance of nextwork plan; make these columns unfillable.			
Average number of credits attempted in year one Average number of degree-applicable credits attempted in year one					
Full-time students					
Persisted from term one to term two					
College-level course success rate					
TRANSFERRABLE MATH & ENGLISH COMPLETION					
Successfully completed transfer-level math in year one					
Successfully completed transfer-level English in year one Successfully completed both transfer-level English and math in year one					
FIRST TERM MOMENTUM					
Successfully earned 6+ college credits in first term					
Successfully earned 12+ college credits in first term					
Successfully earned 15+ college credits in first term					
Attempted 15+ college credits in first term					

CCC GP Guided Pathways Allocations

Please estimate the anticipated percentage pre-populate automatically from the percent						
	\$ (Prefilled from allocation formula)					
Samala Catagorias	Dropdown menu with timeframe choices: Summer 2018-Summer 2019, Fall 2019-Summer 2020, Fall 2020-Summer 2021, and Fall 2021-Summer 2022.					
Sample Categories	Anticipated %	Anticipatedamount (auto populate based on % noted)	Actual %	Actual amount		
Personnel or ReleaseTime						
Professional Development	1			1		
Software		Γ				
Other		Γ				
TOTAL	100%					

briefly describe the conege s choics on the following issue.					
The inclusion of high school grades into the assessment/placement	Describe here				
process					

Based on the college's planning and self-assessment dialogue and activity, what support could the Chancellor's Office provide to expand or support the next steps (optional question):

Describe here