Guided Pathways Orientation

PLEASE GRAB LUNCH AND SIT AT ONE OF THE TABLES

IF POSSIBLE, EACH TABLE SHOULD HAVE AT LEAST:

- **1 COUNSELOR**
- **1 INSTRUCTIONAL FACULTY**
- **1 CLASSIFIED PROFESSIONAL**
- **1 STUDENT**

TUESDAY 10/29 12:30-2:30PM

WEDNESDAY 10/30 12:30-2:30PM

FRIDAY 11/1 12:30-2:30PM

2019-2020 Guided Pathways Team Leads:

Patricia Nelson, Julie Saechao, Nicole Kelly, Donna Jones, Amy Lee, Ana McClanahan

COLLEGE OF ALAMEDA

Agenda

- Introductions
- What is Guided Pathways?
- Job Description
- 2 Year Mapping Activity
- Sample Completed Map
- Cohort 3 Teams
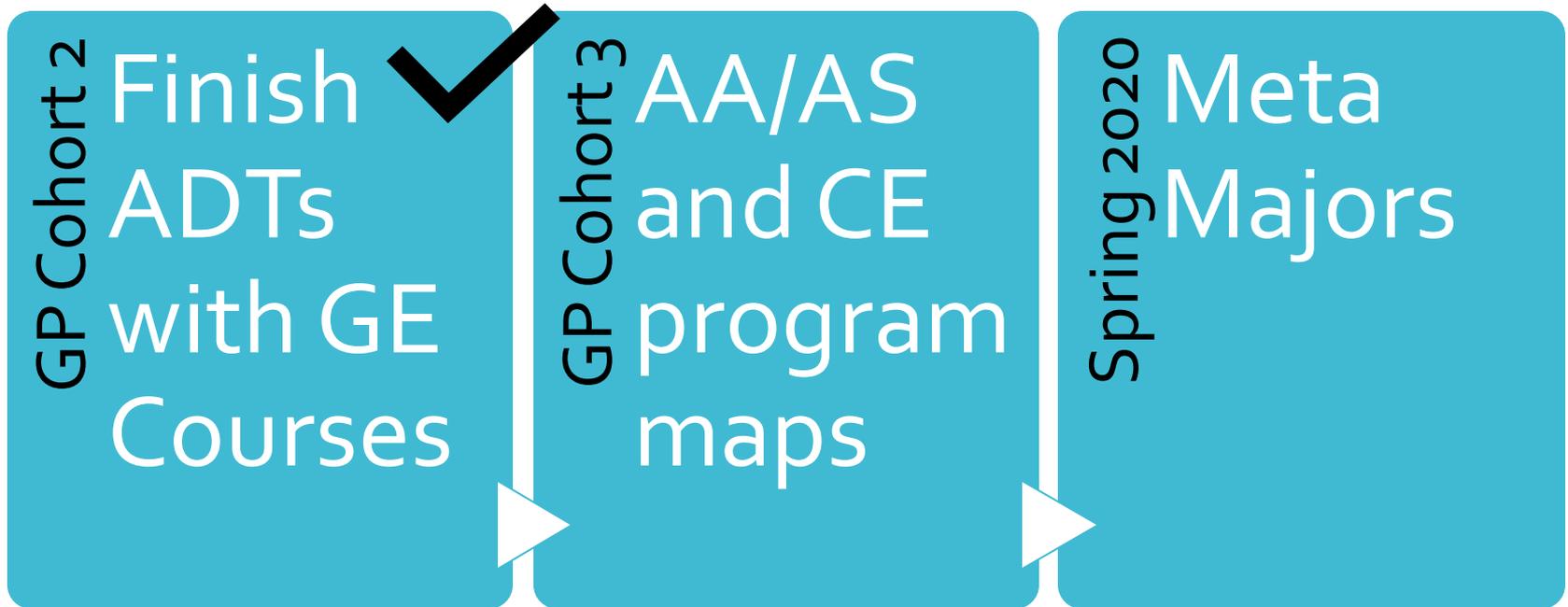- Timesheets = $$$
- What are your next steps?

Guided Pathways 2019-2020 Moving Forward

GP Cohort 2 — Finish ADTs with GE Courses ✓

GP Cohort 3 — AA/AS and CE program maps

Spring 2020 — Meta Majors

Guided Pathways Cohort 3 Job Description
AA/AS/Certificate Major and General Education 2-Year Mapping
2nd Half of Fall 2019 (October 22nd – December 13th)

College of Alameda Cohort 3 AA/AS/Certificate Major and General Education Mapping team members will deepen the college's implementation of the Guided Pathways framework in Fall 2019. Instructional and counseling faculty will work with classified professionals and students to complete 2-Year program maps with general education recommendations for Associate of Arts and Associate of Science degrees as well as Certificates. Each team will submit their completed program maps with major courses and general education recommendations by close of business on December 13, 2019.

Team:
1 or 2 instructional faculty
1 counselor
1 classified professional
1 student

Compensation:
Instructional faculty and counselor stipend: Up to $750 by timesheet
Classified professional compensation: Up to 10 hrs of release from regular duties *or* Up to 10 hrs of overtime/comp time
Student Worker hours: Up to 10 hrs

20 Discipline Teams	
ADAM	DMECH
AFRAM	ENGL
ART	HIST
AUTOB	HUMAN
ATECH	KIN
AMT	MATH
BIOL	MLAT
BUS	POSCI
CIS	PSYCH
DENTL	SOC

	Duties, Responsibilities, and Timeline	Hours
1	Express interest to be part of a team to coaguidedpathways@peralta.edu by 5pm on Friday, October 18th (please include discipline of interest and your campus role). For example, send an email stating something like the following: • Annie Teacher interested in Biology as instructional faculty member • Andy Staff interested in Business as classified professional	
2	Attend Guided Pathways Cohort 2 Presentation on October 22 Flex day (morning session)	2.0
3	Attend Orientation & Training (lunch provided!) Tuesday, October 29th from 12:30-2:30, Wednesday, October 30th from 12:30-2:30, or Friday, November 1st from 12:30-2:30 (all team members must attend at least one session).	2.0
4	**Develop 2-year discipline program maps (see examples from Cohort 2) by Friday, November 22nd .**	**2.5**
5	**For each general education area, pick two classes for students to choose from (1st choice & 2nd choice) by Friday, November 29th. (Not applicable to disciplines with Certificates only)**	**2.5**
6	**Vet program map through department/chair/dean and revise by Friday, December 6th.**	**1.0**
7	**Submit completed 2-year map with GEs and completed sign-in sheets for all meetings to Guided Pathways leads by 5:00 pm on Friday, December 13th.**	

Tips and Recommendations for General Education Sequencing that Support Student Success

General considerations:

Discipline faculty will be the main point of contact for Guided Pathways leads to communicate with and to maintain meeting and mapping documentation.

For major elective courses - Only include major electives that have been successfully offered within the last 2 years as a single choice. If the desired course is often cancelled, add a second choice. Indicate department's preference.

Recommend 2 GE courses for students to choose from for each GE area whenever possible (it's fine to note priorities/preferences).

Guided Pathway faculty, classified staff, and administrator leads are available to assist during team meetings as requested.

Instructional Faculty:

Schedule major course sequences based on the term in which the courses are usually offered (fall/spring/summer).

Counselors:

Check to see if general education course recommendations have been offered within the past 2 years. If the discipline wants a course that is frequently cancelled, select an alternative that is regularly offered too.

Students:

Students - consider the intensity of the courses in the discipline and general education courses to help limit burnout/stress (for example, if the semester seems to have a lot of high-unit or traditionally difficult courses, consider a Kinesiology or Studio Art course).

Classified Professionals:

Make general education recommendations considering workplace skills necessary outside material covered in courses in the major (for example, if writing is really important, suggest ENGL 5 for Critical Thinking; if speaking is really important, suggest COMM 5).

Complete 2-Year Maps should include the following:
- Transferable English & Math planned in the 1st semester except CE majors with high unit major requirements where this may not be possible (ex: AMT, DENTL, ADAM).
- All major requirements planned with logical sequencing (plan in any pre-reqs if needed)
- Local GE requirements planned
    - Area 1: Natural Sciences
    - Area 2: Social & Behavioral Science
    - Area 3: Humanities
    - Area 4a: English Composition
    - Area 4b: Mathematics
    - Area 4c: Computer literacy
    - Area 4d: Oral or Written Communication or Literature
    - Area 5: Ethnic Studies (can overlap with other GE Areas)
- 15 units per semester
- 60 Units (Associates Degree Applicable) – Course #1-249
- 1-2 course selections for each general education area & elective course/s

2 Year Mapping Activity

Discuss in your group:

1) What is general education?

2) Why is it important?

Brief overview of the COA GE Advising Worksheet

College of Alameda
General Education Requirements for the Local Associate Degree Advising Form 2019-2020

COLLEGE OF ALAMEDA

Student's Name: _____

Last   First   Middle   Student I.D. #   Major

ASSOCIATE DEGREE: Complete a minimum of 60 degree-applicable semester units with an overall grade point average of 2.0 ("C"). At least 12 of the 60 units must be completed at College of Alameda.

LOCAL DEGREE GENERAL EDUCATION: Complete a minimum of 19 units from the areas below with an overall grade point average of 2.0 ("C") and a grade of "C" or better in Area 4a (English Composition) and Area 4b (Mathematics). Although a course may be listed in more than one area, it may not be counted in more than one area (except in Area 5, *Ethnic Studies*; see NOTE in Area 5).

NOTE: GE requirements for Associate Degrees for Transfer (ADT) may be different. See a counselor for more information.

MAJOR: Students must declare a major to earn an Associate Degree. Majors require a minimum of 18 units with a grade of "C" or better in each course. Unit requirements for majors vary within programs and instructional departments (consult the College of Alameda catalog and/or see a counselor for more information).

OUT-OF-DISTRICT OR OUT-OF-STATE COURSES: The Peralta District will consider courses with a minimum of 4 quarter units to satisfy an area that requires a minimum of 3 semester units and courses with a minimum of 1.5 quarter units to satisfy Area 4c (which requires a minimum of 1 semester unit). See a counselor for information about this process.

Graduation Evaluation
It is the student's responsibility to file a "Petition for an Associate Degree" by the deadline specified in the College Academic Calendar (available in the college catalog, class schedule or college's website). Students should file the petition once all course requirements are completed or final courses are in progress. Official transcript of any course work completed outside Peralta District must accompany the petition or be on file prior to requesting an evaluation. All out-of-district courses will be evaluated individually to determine if they satisfy COA's General Education requirements. Petitions are available at the Admissions and Records office and must be completed with a counselor. Counselors are available by appointment through the Counseling Department located on the first floor of Bldg A or 510-748-2209.

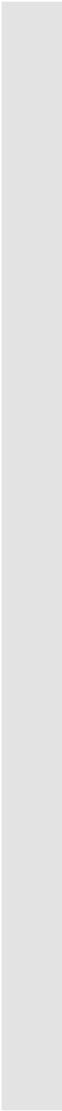| Legend: N=Needed IP=In Progress C=Completed		N	IP	C
AREA 1 – NATURAL SCIENCE One course with a minimum value of 3 semester units from the following:				
1	Anthropology 1, 21 Astronomy 1, 10 Biology 1A, 1B, 2, 3, 4, 10, 24, 102 Chemistry 1A, 1B, 30A, 30B Geography 1, 14 Geology 1, 2, 10,18, 22 Physics 4A, 4B, 4C, 10 Course From Other College: _____ Advanced Placement: _____	1	1	1
AREA 2 – SOCIAL AND BEHAVIORAL SCIENCES One course with a minimum value of 3 semester units.				
2	African-American Studies 5, 30*, 31*, 32* Anthropology 2, 3, 7, 19, 55 Asian/Asian-American Studies 45A, 45B Business 5 Communication 6, 19 Counseling 30, 230 Economics 1, 2, 5 Education 1 Geography 2, 3	History 2A, 2B, 5, 7A, 7B, 8A, 8B, 11, 12, 17, 18, 19, 50*, 51*, 52*, 53A+, 53B+, 56**** Human 13A*, 13B*, 60 Mexican and Latin-American Studies 18A+, 18B+ Political Science 1, 2, 3, 4, 6, 8, 26, 31, 32, 35, 36, 37, 41 Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12***, 18, 24, 28, 29, 34 Sociology 1, 2, 3****, 5, 120	2	2	2
	* or ** or *** or **** or + Students will receive credit for one course only. Course From Other College: _____ Advanced Placement: _____			

vip – 6/20/2019

- 60 degree applicable units = Major + General Education + Electives

- Each box represents an GE area that needs to be completed

- Some major courses may also count for GE (two-fers)

- Some courses may show up in more than 1 GE area but the units cannot be double-counted

2 Year Program Mapping Activity
Example: Dental Assisting AS

Semester	Course #	Course Title	#Units
Fall 1			
Fall 1			
Fall 1			
Fall 1			
Semester Total			

Semester	Course #	Course Title	#Units
Spring 1			
Spring 1			
Spring 1			
Spring 1			
Semester Total			

Semester	Course #	Course Title	#Units
Fall 2			
Fall 2			
Fall 2			
Fall 2			
Semester Total			

Semester	Course #	Course Title	#Units
Spring 2			
Spring 2			
Spring 2			
Spring 2			
Semester Total			

Course Bingo!

In your GE area team look over what GE areas you have left to complete in relation to the major. Using the COA GE Advising Sheet & the Catalog, review the course descriptions & pick an option 1 and option 2 course for each GE area you have left to complete

Things to consider:

- What courses we never seem to offer (select them with an alternative that is regularly offered)

- What course may count as a two-fers

- Course load in relation to major requirements

Sample Program Map

2 Year Program Map Template (AA/AS/Cert):

https://peralta4-my.sharepoint.com/:x:/g/personal/jsaechao_peralta_edu/ETA9GdpO9FFIh6nUof3p1owBKg9cceXof7slr8nSM1ofOQ?e=wIHOrL

Sample of Completed Program Map (What you will turn in to Guided Pathways Team by 12/13)

https://peralta4-my.sharepoint.com/:x:/g/personal/jsaechao_peralta_edu/EXGd_3a581dGvkAEkLZTuAoBlW7fsJDCaKHIqq7kQXXQzQ?e=Pyv8Pd

SAMPLE English AA 2 –Year Program Map

Semester	Course #	Course Title	#Units
Fall 1	ENGL 1A or ENGL 1AS (Area 4)	ENGL 1A or 1AS Composition & Reading/with Support	4 or 5
Fall 1	MATH 13 (+MATH 213) (Area 4)	Math 13/213 Introduction to Statistics (+Coreq)	4 or 6
Fall 1	CIS 1	CIS 1 Intro to CIS	4
Fall 1	Comm 20 or 45	Interpersonal Communication or Public Speaking	3
Semester Total			15 to 18

Semester	Course #	Course Title	#Units
Spring 1	English 5	Critical Thinking in Reading & Writing	3
Spring 1	ENGL 10A or ENGL 31, 32A, 43, 47, 49	Creative Writing or Literature	3
Spring 1	Posci 1 or Posci 26	Government & Politics in the United States; United States and California Constitution	3
Spring 1	Human 1	Intro to Humanities	3
Spring 1	Anthr 1	Introduction to Physical Anthropology	3
Spring 1	LRNRE 502A	Tutor Training I	0
Semester Total			15

Semester	Course #	Course Title	#Units
Fall 2	English 1B	Composition & Reading	4
Fall 2	English 30A	Introduction to American Literature I	3
Fall 2	Geography 1	Physical Geography	3
Fall 2	Soc 5	Sociology of Minority Groups	3
Fall 2	Elective- Coun 57	Career & Life Plannikng	3
Fall 2	LRNRE 502B	Tutor Training II	0
Semester Total			16

Semester	Course #	Course Title	#Units
Spring 2	English 30B	Introduction to American Literature II	3
Spring 2	ENGL 10A or ENGL 31, 32A, 43, 47, 49 (any not taken in prior)	Creative Writing or Literature	3
Spring 2	History 7A, 7B, 18, Afram 30, 31	History of United States to 1877; History of United States Since 1865; African-American History: Africa to 1865; African-American History: 1865-1945	3
Spring 2	Elective- Music 10	Music Appreciation	3
Spring 2	Electives- Comm 20 or 45	Interpersonal Communication or Public Speaking	3
Spring 2	LRNRE 502C	Tutor Training III	0
Semester Total			15

Cohort 3 Teams (Tentative)

	Discipline Faculty	Counselor	Classified Professional	Student	2nd Faculty
ADAM	OJ Roundtree	Nila Adina	Teodora Washington		Didem Ekici
AFRAM	Jody Campbell	Vinh Phan	Nickey Chao		Silvester Henderson
AMT	Hoi Ko	Vivian Virkkila			
ART	Maria Guzman	Mary Shaughnessy	Natalie Rodriguez		Jenny Lemper
BIOL	Leslie Reiman	Nila Adina	Connie Wu		
BUS	Carolyn Johnson	Marissa Nakano	Jiayu He	Melba Moore	Olga Fish
CIS	Jesse Norman	Vinh Phan	Daniel Park	Edrees Saied	Michael Duensing
DENTL	Carla Pegues	Edwin Towle			Ann Chun
ENGL	Wanda Sabir	Rachel Goodwin	Frank Nguyen	Maria Young	Maurice Jones
HIST	Ed Loretto	Edwin Towle	Shane Williams		
HUMAN	Matthew Goldstein	Jamar Mears		Sarah McCarthy	Emma Donnelly
KIN	Linda Thompson	Marissa Nakano	Lydell Willis		
MATH	Khalilah Beal-Uribe	Jamar Mears	Shawn Foster	Esther McCarthy	
MLAT	Jeff Sanceri	Jacinda Marshall	Denise Burgara		Chris Blood
POSCI	Robert Brem	Vivian Virkkila	C. Njoube Dugas	Kayla Goodwin	Jane McKenna
PSYCH	Elham Chisty	Justin Lee		Sabria Hinton	Vanson Nguyen
SOC	Sabeen Sandhu	Betty Frias	Munira Ahmed	Sara Irvin	Kwesi Wilson

Timesheets = $$$

One person from each team is responsible for keeping track of the meeting sign-in sheet.

By **December 13th**, you will email us (coaguidedpathways@peralta.edu) your sign-in sheet along with your completed 2-Year AA/AS/Certificate program map/s.

Faculty Compensation

Instructional & Counseling Faculty – We will fill out your time sheet to reflect the total number of hours determined by the sign-in sheets submitted on December 13th. **Max stipend amount = $750.**

CERTIFICATED TIME SHEET
REGULAR AND PART-TIME EMPLOYEES

College of Alameda
555 Ralph Appezzato Memorial Pkwy
Alameda, CA 94501

A. **Reporting Period:** From _____ To _____   **EPAF #**

Note: reporting period: from 16th to 15th of each month

	DATE	Hours Worked	substituted	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN				
Weekly Total		0		
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN				
Weekly Total		0		
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN				
Weekly Total		0		

	DATE	Hours Worked	For whom substituted	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN				
Weekly Total		0		
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN				
Weekly Total		0		
Monthly Total		0.00		

B. **Employee ID #**

Last Name Only–PLEASE PRINT IN THE ABOVE SQUARES

First Name   Middle Name

I CERTIFY THAT THIS IS A TRUE STATEMENT OF HOURS WORKED.

Sign

C. This space to be completed by the authorized Administrator
Type of Assignment (check)

Certificated part-time	Adult substitutes
Certificated Substitute	x Other (i.e. stipend)
Certificated Extra Services	

ACCOUTING CODES

Factor / %	HOURS	RATE	LOC	FUND	CENTER	OBJECT	PROG.	ACTIVITY	SPEC.PROJ.	LINE#	Use Only
	0.00										

If paid by stipend use this summary

Factor / %	Stipend $ (total)	LOC	FUND	COST CENTER	OBJECT	PROG.	ACTIVITY	SPEC.PROJ.	LINE#	District Office Use Only
	$450	2	11	2 5 1	1 4 5 6	1	6 0 2 0 0 0	2 0 5	4 0 0	

Have you submitted another timesheet for this reporting period?

Yes [ ]   No [x]

revised, 7/17/17, Ava

Administrator: _____   College Approval: _____

Payroll: _____   Any comments: _____

Student Compensation

Students will have to fill out a separate timesheet for their Guided Pathways (GP) hours and submit their GP timesheet to Nickey Chao according to the regular student timesheet deadline.

Max = 10 hours

No more than 20 hours a week in total (including hours accrued across all campus jobs)

Classified Professionals Compensation

COMP TIME AND OVERTIME REPORT (Classified)
Peralta Community College District

Pay period begin date: 8/16/2019
Pay period end date: 9/15/2019

Classified Professionals who are choosing to receive **up to 10 hours** of overtime or comp time must submit an overtime/comp time timesheet and submit it to their supervisor. Those who are choosing to receive release time from their regular duties must get approval from their supervisor.

Step 1) Submit timesheet to your direct supervisor for approval

Step 2) Submit approved timesheet to Nickey Chao (Building A) for final processing.

OVERTIME/COMP TIME		RELEASE TIME	
Regular hours (40)+ Guided Pathway hours (10)		Regular hours include Release hours	
40 Regular	10 OT/CT	30 Regular	10 Release
Operating Budget	GP Budget		
Over time pay or accrue hours for vacation		Guided Pathways done as part of regular position	

What will each team receive today?	What will be emailed to your team?
• **2-Year Program Map template** for every program in their discipline will be given to Faculty Lead • **Discipline Mapping Slips** (lime green envelopes) • **Double-sided tape** for mapping activity	• **Blank 2 year program map templates (see tabs for all certificates and degrees) -** needs to be submitted back to us completed by December 13th • **Team sign-in sheet -** needs to be submitted back to us completed by December 13th • **Cohort 3 Orientation ppt.** • **Cohort 3 Job description** • **COA-GE Worksheet** • **Link to 2019-2020 Catalog** • **Major Discipline Program description from Curricunet** • **Timesheets for Students & Classified – this will be emailed separately**

Thank you for all of your support!

— Guided Pathways Team

Questions?

coaguidedpathways@peralta.edu