

# Guided Pathways Orientation

PLEASE GRAB LUNCH AND SIT AT  
A ONE OF THE TABLES

IF POSSIBLE, EACH TABLE  
SHOULD HAVE AT LEAST:

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

2019-2020 Guided Pathways Team Leads:

Patricia Nelson, Julie Saechao, Nicole Kelly, Donna Jones,  
Amy Lee, Lilia Celhay

THURSDAY  
9/29  
12:30-2PM

FRIDAY  
9/30  
12:30-2PM



# Agenda

- Introductions
- What is Guided Pathways?
- Job Description
- CSU-GE Breadth Activity
- ADT Sample Presentation
- Timesheets = \$\$\$
- Folders & USB Drive & Sign-in sheet
- Moving Forward

# GUIDED PATHWAYS

at California Community Colleges

## Key Elements of Guided Pathways



**Guided Pathways Cohort 2 Job Description**  
**ADT General Education 2-Year Mapping**  
**1<sup>st</sup> Half of Fall 2019 (August 29<sup>th</sup> – October 22<sup>nd</sup>)**

College of Alameda Cohort 2 ADT General Education Mapping team members will further the college’s implementation of the Guided Pathways framework in Fall 2019. Instructional and counseling faculty will come together with classified professionals and students to complete 2-Year program maps with general education recommendations. Each team will present their completed program maps with general education recommendations at the October 22, 2019 COA Flex Day Event.

**Team:**

- 1 or 2 instructional faculty
- 1 counselor
- 1 classified professional
- 1 student

**Compensation:**

- Instructional faculty and counselor stipend: \$450 by timesheet
- Classified professional compensation: 6 hrs of release from regular duties or 6 hrs of overtime/comp time
- Student Worker hours: 6 hrs

**Active ADT Degrees**

Anthropology

Art History

Business  
Administration

Communication

Economics

English

History

Mathematics

Political Science

Psychology

Sociology

	<b>Duties, Responsibilities, and Timeline</b>	<b>Hours</b>
1	<p>Express interest to be part of a team to <a href="mailto:coaguidedpathways@peralta.edu">coaguidedpathways@peralta.edu</a> by 5pm on Monday, August 26<sup>th</sup> (please include area of interest and your campus role).            For example, send an email stating something like the following:</p> <ul style="list-style-type: none"> <li>•Annie Teacher interested in Biology as instructional faculty member</li> <li>•Andy Staff interested in Business as classified professional</li> </ul>	
2	Attend Orientation & Training (lunch provided!) Thursday, August 29 <sup>th</sup> from 12:30-2:00 or Friday, August 30 <sup>th</sup> from 12:30-2:00 (all team members must attend).	1.5
3	Review existing 2-year program maps from Cohort 1 Mapping Group by Friday, September 20 <sup>th</sup> .	1
4	For each general education area, pick two classes for students to choose from (1 <sup>st</sup> choice & 2 <sup>nd</sup> choice) by Friday, October 11 <sup>th</sup> .	2
5	<p>10 minute presentation of completed 2-year program maps with general education recommendations and sharing the following feedback at COA Flex Day Event (Tuesday, October 22<sup>nd</sup>):</p> <ul style="list-style-type: none"> <li>•What thought process helped you make your decisions?</li> <li>•What were the most challenging and engaging parts of the project?</li> <li>•What are you most excited about in relationship to working with other disciplines?</li> <li>•What are you most concerned about in any aspect of implementation of your map?</li> <li>•Submit map with GEs and completed sign-in sheets for all meetings to Guided Pathways leads</li> </ul>	1
6	Act as mentors to Cohort 3 CE and Associate's Degree 2-Year Mapping (beginning October 22 <sup>nd</sup> and continuing to the end of Fall 2019 term)	.5

## Tips and Recommendations for General Education Sequencing that Support Student Success

### General considerations:

- Select one person on the team to be point of contact for Guided Pathways leads to communicate with and to maintain meeting and mapping documentation.
- Schedule English 1A/1AS & transferable Math (with coreq) in the first semester.
- For major elective courses - Only include major electives that have been successfully offered within the last 2 years.
- Recommend 2 GE courses for students to choose from for each GE area whenever possible (it's fine to note priorities/preferences).
- Schedule "Golden 4" in the first academic year (transferable English, transferable math, Critical Thinking, & Communication).
- 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.

### 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).

# CSU-GE Breadth Activity

**A**  
COLLEGE OF  
ALAMEDA

Student Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_ Major \_\_\_\_\_

**THIS FORM IS SUBJECT TO CHANGE.** Please see a counselor. (N=Needed, IP=In Progress, C=Completed)

		N	IP	C
<b>AREA A: ENGLISH LANGUAGE COMMUNICATION &amp; CRITICAL THINKING</b> - Minimum 9 semester units, one 3-unit course from each sub-group with a grade of "C" or better.				
A	A1 - Oral Communication: <b>Communication (Formerly Speech) 1A, 4, 20, 45</b> _____ Course From Other College _____			
	A2 - Written Communications: <b>English 1A, 1AS</b> _____ Course From Other College _____			
	A3 - Critical Thinking: <b>Communication 5, English 8, Philosophy 10</b> _____ Course From Other College _____			
<b>AREA B: SCIENTIFIC INQUIRY &amp; QUANTITATIVE REASONING</b> - Minimum 9 semester units, one from Area B1 - Physical Science, one from Area B2 - Life Science and one from Area 4 - Mathematics/Quantitative Reasoning. One lab activity required from either Physical Science or Life Science (L with Lab) or Area B3.				
B	B1 - Physical Science: <b>Astronomy 1, Biology 102L*, Chemistry 1AL, 1BL, 30AL, 30BL, 50L, Geography 1, 1AL, Geology 10, Physics 44L, 48L, 4CL, 10</b> _____ Course From Other College _____			
	B2 - Life Sciences: <b>Anthropology 1, 21, Biology 1AL, 1BL, 2L, 3L, 4L, 10L, 24L, 102L*</b> _____ Course From Other College _____			
	B3 - Laboratory Activity: one course from either B-1 or B-2 with laboratory (L); or one of the following: <b>Anthropology 1L, Geography 1L, B6*</b> _____ Course From Other College _____			
<b>AREA C: ARTS &amp; HUMANITIES</b> - Minimum of 9 semester units, one course from Area C1 Arts, one from Area C2 Humanities, and one from either C1 or C2.				
C	C1 - Arts: <b>Art 1, 2, 3, 4, 102, Music 9, 10, 15A, 15B</b> _____ Course From Other College _____			
	C2 - Humanities: <b>Anthropology 55*, Chinese 10K, 10J, 11A, 11B, 12A, 12B, Communications 2A, 2B, English 1B, 10A, 13B, 30A, 30B, 31, 22A, 47, 79, German 1A, 1B, History 51*, 7A1*, 72A*, 8A1*, 82A*, 111*, 121*, 17A*, 181*, 19*</b> _____ Course From Other College _____			
	<b>Humanities 1, 2*, 3*, 13A*, 13B*, 15, 40, 60*, Mexican/Latin American Studies 2A*, 2B*, 2C*, 3*, 18B*, Philosophy 1, 2, 4, 5, 20A, 20B, Spanish 1A, 1B, 2A, 2B, Vietnamese 1A, 1B, 2A, 2B</b> _____ Course From Other College _____			
<b>AREA D: SOCIAL SCIENCES</b> - Minimum 9 semester units from at least 2 subjects.				
D	<b>African-American Studies 1, 100, 31*, 32*, Anthropology 2, 3, 7, 10, 55*, Asian/Asian-American Studies 45A, 45B, Communications 9, 19, Economics 1, 2, 3, Geography 2, 3, History 2A, 2B, 31A*, 7A*, 7B*, 8A*, 8B*, 117, 12*, 171, 181*, 19*, 50*, 51*, 52*, 53B*, 56*</b> _____ Course From Other College _____			
	<b>Humanities 13A*, 13B*, 60*, Mexican/Latin American Studies 18B*, Political Science 1, 2, 3, 4, 6, 8, 26, 31, 37, Psychology 1A*, 1B*, 3*, 7A, 7B, 12*, 16*, 24, 28, 29, 34*, Sociology 1, 2, 3*, 5, 120</b> _____ Course From Other College _____			
	<b>Anthropology 55*, Chinese 10K, 10J, 11A, 11B, 12A, 12B, Communications 2A, 2B, English 1B, 10A, 13B, 30A, 30B, 31, 22A, 47, 79, German 1A, 1B, History 51*, 7A1*, 72A*, 8A1*, 82A*, 111*, 121*, 17A*, 181*, 19*, 50*, 51*, 52*, 53B*, 56*</b> _____ Course From Other College _____			
<b>AREA E: LIFELONG LEARNING &amp; SELF-DEVELOPMENT</b> - Minimum 3 semester units. Students taking any course less than 3 units will need additional units to earn the 3 units needed to clear this area. Military discharge documents (DD-214) may also be used to completely clear this area.				
E	<b>Athletics* 6, 71, 73, Biology 31, CIS 1*, Counseling 24, 30, 57, Dance 12A, 12B, 20, 26, 27, 28, 29, 59, 60, 61, 68, 69, 70, 71, 82, 93, 94, Humanities 21*, 31*, 13A1*, 13B1*</b> _____ Course From Other College _____			
	<b>Kinesiology* 33, 34, 36, 74A, 74B, 74C, 74D, 80A, 80B, 80C, 80D, 84A, 85, 103A, 103B, 107A, 107B, 120A, 120B, 134, Library Information Studies 74, Psychology 1A1*, 1B1*, 31*, 3A, 3B, 12*, 181*, 341*, Political Science 35</b> _____ Course From Other College _____			
	<b>Wiley Direct</b> _____			

\* Students receive credit and certification for one course only.  
\* Course cannot be double counted in other areas.  
\* Course must be taken at College of Alameda to satisfy designated AREA requirements.  
\* Students receive credit and certification for one course only.  
\* Course cannot be double counted in other areas.

<sup>1</sup> Maximum credit allowed for ATHLETIC courses: 2 units  
<sup>2</sup> Course cannot be double counted in other areas.  
<sup>3</sup> Course must be taken at College of Alameda to satisfy designated AREA requirements.

vip - 8/20/2019

**A**  
COLLEGE OF  
ALAMEDA

**CATALOG** 2019/2020

**Discuss in your group:**

- 1) What is general education?**
- 2) Why is it important?**



Student Name \_\_\_\_\_

Student I.D. # \_\_\_\_\_

Major \_\_\_\_\_

**THIS FORM IS SUBJECT TO CHANGE:** Please see a counselor. (N=Needed, IP=In Progress, C=Completed) **N IP C**

**AREA A: ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING** - Minimum 9 semester units, one 3-unit course from each sub-group with a grade of "C" or better.

A	A1 - Oral Communication: <b>Communication (formerly Speech) 1A, 4, 20, 45</b> <small>Course From Other College: _____ Advanced Placement: _____</small>	A1	A1	A1
	A2 - Written Communications: <b>English 1A, 1AS</b> <small>Course From Other College: _____ Advanced Placement: _____</small>	A2	A2	A2
	A3 - Critical Thinking: <b>Communication 5, English 5, Philosophy 10</b> <small>Course From Other College: _____ Advanced Placement: _____</small> <sup>2</sup> For some high unit majors exceptions may apply (See a counselor for details)	A3	A3	A3

**AREA B: SCIENTIFIC INQUIRY & QUANTITATIVE REASONING** - Minimum 9 semester units, one from Area B1 - Physical Science, one from Area B2 - Life Science and one from Area 4 - Mathematics/Quantitative Reasoning. One lab activity required from either Physical Science or Life Science (L=with Lab) or Area B3.

B	B1 - Physical Science: <b>Astronomy 1, Biology 102L*, Chemistry 1A/L, 1B/L, 30A/L, 30B/L, 50/L, Geography 1, 14/L, Geology 10, Physics 4A/L, 4B/L, 4C/L, 10</b> <small>Course From Other College: _____ Advanced Placement: _____</small>	B1	B1	B1
	B2 - Life Sciences: <b>Anthropology 1, 21, Biology 1A/L, 1B/L, 2/L, 3/L, 4/L, 10/L, 24/L, 102/L*</b> <small>Course From Other College: _____ Advanced Placement: _____</small>	B2	B2	B2
	B3 - Laboratory Activity - one course from either B-1 or B-2 with laboratory (L); or one of the following: <b>Anthropology 1L, Geography 1L</b> <small>Course From Other College: _____ Advanced Placement: _____</small>	B3	B3	B3
	B4 <sup>2</sup> - Mathematics, Quantitative Reasoning (Must be completed with a grade of "C" or better): <b>Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 15A, 30</b> <small>Course From Other College: _____ Advanced Placement: _____</small> <sup>3</sup> For some high unit majors, exceptions may apply (See a counselor for details)	B4	B4	B4

**AREA C: ARTS & HUMANITIES** - Minimum of 9 semester units, one course from Area C1 Arts, one from Area C2 Humanities, and one from either C1 or C2.

C	C1 - Arts: <b>Art 1, 2, 3, 4, 122, Music 9, 10, 15A, 15B</b> <small>Course From Other College: _____ Advanced Placement: _____</small>	C1	C1	C1
	C2 - Humanities: <b>Anthropology 55<sup>4</sup>, Chinese 10A, 10B, 11A, 11B, 12A, 12B, Communication 2A, 2B, English 15, 10A, 10B, 30A, 30B, 31, 32A, 47, 79, German 1A, 1B, History 5<sup>2</sup>, 7A<sup>1,5</sup>, 7B<sup>4,5</sup>, 8A<sup>1,5</sup>, 8B<sup>4,5</sup>, 11<sup>1,5</sup>, 12<sup>1,5</sup>, 17<sup>1,5</sup>, 18<sup>1,5</sup>, 19<sup>1,5</sup></b> <small>Course From Other College: _____ Advanced Placement: _____</small> <sup>4</sup> Students receive credit and certification for one course only. <sup>5</sup> Course cannot be double counted in other areas. <sup>6</sup> Course must be taken at College of Alameda to satisfy designated AREA requirements.	C2	C2	C2

**AREA D: SOCIAL SCIENCES** - Minimum 9 semester units from at least 2 subjects.

D	African-American Studies 5, 30 <sup>1</sup> , 31 <sup>1</sup> , 32 <sup>1</sup> Anthropology 2, 3, 7, 19, 58 <sup>1</sup> Asian/Asian-American Studies 45A, 45D Communications 6, 19 Economics 1, 2, 8 Geography 2, 3 History 2A, 2B, 5 <sup>1,5</sup> , 7A <sup>1</sup> , 7B <sup>1</sup> , 8A <sup>1</sup> , 8B <sup>1</sup> , 11 <sup>1</sup> , 12 <sup>1</sup> , 17 <sup>1</sup> , 18 <sup>1</sup> , 19 <sup>1</sup> , 50 <sup>1</sup> , 51 <sup>1</sup> , 52 <sup>1</sup> , 53B <sup>1</sup> , 56 <sup>1</sup>	Humanities 13A <sup>1</sup> , 13B <sup>1</sup> , 60 <sup>1</sup> Mexican-Latin American Studies 16B <sup>1</sup> Political Science 1, 2, 3, 4, 6, 8, 26, 31, 37 Psychology 1A <sup>1</sup> , 1B <sup>1</sup> , 3 <sup>1</sup> , 7A, 7B, 12 <sup>1</sup> , 16 <sup>1</sup> , 24, 28, 29, 34 <sup>1</sup> Sociology 1, 2, 3 <sup>1</sup> , 5, 120	D	D	D
	<small>Course From Other College: _____ Advanced Placement: _____</small> <sup>4</sup> Students receive credit and certification for one course only. <sup>5</sup> Course cannot be double counted in other areas.		D	D	D

**AREA E: LIFELONG LEARNING & SELF-DEVELOPMENT** - Minimum 3 semester units. Students taking any course less than 3 units will need additional units to earn the 3 units needed to clear this area. Military discharge documents (DD-214) may also be used to completely clear this area.

E	Athletics <sup>1</sup> 6, 71, 73 Biology 31 CIS Counseling 24, 30, 67 Dance 12A, 12B, 25, 26, 27, 28, 29, 59, 80, 81, 68, 89, 70, 71, 92, 93, 94 Humanities 2 <sup>1,5</sup> , 3 <sup>1,5</sup> , 13A <sup>1,5</sup> , 13B <sup>1,5</sup>	Kinesiology <sup>1</sup> 33, 34, 36, 74A, 74B, 74C, 74D, 80A, 80B, 80C, 80D, 84A, 96, 103A, 103B, 107A, 107B, 120A, 120B, 134 Library Information Studies 74 Psychology 1A <sup>1,5</sup> , 1B <sup>1,5</sup> , 3 <sup>1,5</sup> , 9A, 9B, 12 <sup>1</sup> , 18 <sup>1,5</sup> , 34 <sup>1,5</sup> Political Science 35	E	E	E
	<small>Course From Other College: _____ Advanced Placement: _____ Military Disch: _____</small> <sup>1</sup> Maximum credit allowed for ATH/KIN courses: 2 units <sup>2</sup> Course cannot be double counted in other areas. <sup>3</sup> Course must be taken at College of Alameda to satisfy designated AREA requirements.		E	E	E

# Brief overview of the CSU-GE Breadth Worksheet

- 60 units = Major + GE + Electives
- Each box represents an GE area that needs to be completed
- Some courses may show up in more than 1 GE area
- Some major courses may also count for GE (two-fers)
- Some courses can be used for GE and CSU US History or US/CA Government requirement

A teal-colored starburst shape with multiple points, centered on a white background. The text "Course Bingo!" is written in white, bold, sans-serif font across the center of the starburst.

**Course Bingo!**

In your GE area team look over what GE areas you have left to complete in relation to the major. Using the CSU-GE Breadth Worksheet & 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 (exclude those)
- What course may count as a two-fers
- Course load in relation to major requirements

# Associate Degree for Transfer - English (AA-T)

Flex Presentation

October 22, 2019

# English AA-T 2 –Year Program Map

Semester	Course #	Course Title	#Units
Fall 1	ENGL 1A or ENGL 1AS	Composition & Reading/with Support	4 or 5
Fall 1	MATH 13 (+MATH 213)	Introduction to Statistics (+Coreq)	4 or 6
Fall 1	CSU - E	Area E - Lifelong Learning	3
Fall 1	CSU - A1	Area A1 - Oral Communication	3
Fall 1	Elective	CSU Transferable Elective	1
Fall 1			
Semester Total			15 to 18 (16 transferable max)

Semester	Course #	Course Title	#Units
Spring 1	English 5	Critical Thinking in Reading & Writing	3
Spring 1	Creative Writing or Literature	ENGL 10A or ENGL 31, 32A, 43, 47, 49	3
Spring 1	US/CA Government	Posci 1 or Posci 26	3
Spring 1	CSU - C1	Area C1 - Arts	3
Spring 1	CSU - B2	Area B2 - Physical Science	3
Spring 1	LRNRE 502A	Tutor Training I	0
Semester Total			15

Semester	Course #	Course Title	#Units
Fall 2	English 1B	Composition & Writing	4
Fall 2	English 30A	Introduction to American Literature I	3
Fall 2	CSU - B1	Area B2 - Life Science	3
Fall 2	CSU - B3	Area B3 - Science Lab	1
Fall 2	Elective	CSU Transferable Elective	3 or 5
Fall 2	LRNRE 502B	Tutor Training II	0
Semester Total			14 or 16

Semester	Course #	Course Title	#Units
Spring 2	English 30B	Introduction to American Literature II	3
Spring 2	Creative Writing or Literature	ENGL 10A or ENGL 31, 32A, 43, 47, 49	3
Spring 2	US History	History 7A, 7B, 18, Afram 30, 31	3
Spring 2	CSU - D	Area D - Social Sciences	3
Spring 2	Elective	Any CSU Transferable Course	3
Spring 2	LRNRE 502C	Tutor Training III	0
Semester Total			15

# What thought process helped you make your decisions?

- We looked at the content of our courses in relationship to other courses for English Majors
- We thought about useful classes for Pre-Law Majors
- We attended to the needs of English Majors going into publishing/editing
- We realized that there might be more than just one or two foci for English Majors

## What were the most challenging and engaging parts of the project?

- Challenging: We were challenged to find combinations of classes that made sense from multiple perspectives.
- Challenging: A few of the GE classes we thought would be a great fit haven't been offered in over three years.
- Engaging: Working with people outside of the discipline who have a different perspective (although this was challenging too).
- Engaging: Knowing this isn't just busy work; we're directly affecting students.

What are you most excited about in relationship to working with other disciplines?

- Being able to co-create content!
- Having overlapping assignments

What are you most concerned about in any aspect of implementation of your map?

- GE's not being offered
- Not having enrollment for our elective courses
- No one seeing the value in an English degree

Questions?



Instructional & Counseling Faculty will fill out their time sheet on mid-flex day (October 22nd) to reflect the total number of hours determined by the sign-in sheets.

**Max stipend amount = \$450.**

# Faculty Compensation

**CERTIFICATED TIME SHEET**  
**REGULAR AND PART-TIME EMPLOYEES**

**College of Alameda**  
555 Ralph Appezato Memorial Pkwy  
Alameda, CA 94501

A. Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_ **EPAF #** \_\_\_\_\_

Note: reporting period: from 10th to 15th of each month

	DATE	Hours Worked	substitute	REAS.		DATE	Hours Worked	For whom substituted	REAS.
MON.					MON.				
TUES.					TUES.				
WED.					WED.				
THUR.					THUR.				
FRI.					FRI.				
SAT.					SAT.				
SUN.					SUN.				
<b>Weekly Total</b>		0			<b>Weekly Total</b>		0		
MON.					MON.				
TUES.					TUES.				
WED.					WED.				
THUR.					THUR.				
FRI.					FRI.				
SAT.					SAT.				
SUN.					SUN.				
<b>Weekly Total</b>		0			<b>Weekly Total</b>		0		
MON.					MON.				
TUES.					TUES.				
WED.					WED.				
THUR.					THUR.				
FRI.					FRI.				
SAT.					SAT.				
SUN.					SUN.				
<b>Weekly Total</b>		0			<b>Weekly Total</b>		0		
<b>Monthly Total</b>					<b>Monthly Total</b>		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       Other (i.e. stipend)  
 Certificated Extra Services

ACCOUNTING 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

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 = 6 hours**

**STUDENT TIME SHEET**

**Epaf #**

**College of Alameda**  
555 Ralph Appenzato Memorial Pkwy  
Alameda, CA 94501

**A. Reporting Period:** From \_\_\_\_\_ To \_\_\_\_\_

	DATE	Hours Worked	Hours Absent	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>		<b>0</b>		
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>		<b>0</b>		
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>		<b>0</b>		

	DATE	Hours Worked	Hours Absent	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>		<b>0</b>		
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>		<b>0</b>		
<b>Monthly Total</b>		<b>0</b>		

**B.**   
**Employee ID #**

**Last Name Only--PLEASE PRINT IN THE ABOVE SQUARES**

**First Name**  **Middle Name**

**C.** Student may not work more hours than authorized by the College Placement Office  
I CERTIFY THAT THIS IS A TRUE STATEMENT OF HOURS WORKED.

Sign

**D.** This space to be completed by the authorized administrator

**Grand Total Hours**

**HOURLY RATE**

**Grand Total**

**Position/Job Title:**

ACCOUNTING CODES TO BE INCLUDED IF NO LABEL ATTACHED														District Office Use Only			
# of HRS IF SPLIT CODING	FUND	COST CENTER	OBJECT	PROG.	ACTIVITY	SPEC PROJ.	LINE#										
	1	1	2 5 1	2 3 5 3	1	6 0	2 0 0	2 0 5 4 0 0									

Have you submitted another timesheet for this reporting period?  
Yes  No

revised by Ava Lee (6/29/2017)

Comments -- If Any:

Administrator:   
Business Manager:   
Payroll:

# 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

Last Name:   
 First Name:  Employee ID#:   
 Location:

Day	Date	Comp time Hours		Overtime Hours	Comments
		Worked	Used		
FRI	8/16/2019				
SAT	8/17/2019				
SUN	8/18/2019				
MON	8/19/2019				
TUE	8/20/2019				
WED	8/21/2019				
THU	8/22/2019				
FRI	8/23/2019				
SAT	8/24/2019				
SUN	8/25/2019				
MON	8/26/2019				
TUE	8/27/2019				
WED	8/28/2019				
THU	8/29/2019				
FRI	8/30/2019				
SAT	8/31/2019				
SUN	9/1/2019				
MON	9/2/2019				Labor Day   Holiday
TUE	9/3/2019				
WED	9/4/2019				
THU	9/5/2019				
FRI	9/6/2019				
SAT	9/7/2019				
SUN	9/8/2019				
MON	9/9/2019				
TUE	9/10/2019				
WED	9/11/2019				
THU	9/12/2019				
FRI	9/13/2019				
SAT	9/14/2019				
SUN	9/15/2019				
<b>Total:</b>		0.00	0.00	0.00	

Calc @ 1.5

MUST INCLUDE ACCOUNT CODE AND ADMINISTRATIVE APPROVAL

Location	Fund	Cost Center	Object	Prog.	Activity	Spec. Proj.	Ln. Cont.
2	11	251	2354	1	602000	2054	00

I CERTIFY THAT THIS IS A TRUE STATEMENT OF AUTHORIZED COMP TIME AND OVERTIME.  
SAMPLE

Employee's Signature	Date	Date	Comp Time Hours	Comment:
		1	1.5	
		2		
		3		
Manager's Signature	Date	4	3	

- Original Copy to Payroll  
 - Make Copies For Employee and Manager

Classified Professionals who are choosing to receive **up to 6 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.

OVERTIME/COMP TIME	RELEASE TIME
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Regular hours (40)+ Guided Pathway hours (6)      Regular hours include Release hours

40 Regular      6 OT/CT      34 Regular      6 Release

Operating Budget      Guided Pathways Budget

Over time pay or accrue hours for vacation      Guided Pathways done as part of regular position

## Service Employees International Union Local 1021

**Below are excerpts of the SEIU contract that describe both overtime and compensatory time off provisions:**

### **9.5.1 Overtime compensation shall be as follows:**

a. All work in excess of eight (8) hours in any 24 hour period shall be paid for at one and one-half (1 1/2) times the regular rate for the first six (6) hours of such excess and at two (2) times the regular rate for the balance of such excess. This provision shall not be applicable when excess hours are required by a schedule adjustment requested by the employee or part of a regular flextime schedule requested by the employee, and subject to the approval of the first level manager. The Union and the District recognize and accept that certain positions in some areas (assessment, registration, and special events such as graduation) necessitate temporary schedule adjustments. The District is committed to giving reasonable notice to employees in such positions of the need to modify their schedules to accommodate college workflow. The SEIU 2015-2018 SEIU Contract Local 1021 and the District will create a mutually agreeable list of the positions in the relevant classifications. Any additions to this list must be mutually agreed to as well.

b. One and one-half (1 1/2) times the regular rate of pay for hours worked on the sixth consecutive day of work.

c. Employees will be compensated at one and one-half (1 1/2) times the regular compensation rate in addition to the regular compensation rate when required to work on a holiday.

## **Service Employees International Union Local 1021**

**Below are excerpts of the SEIU contract that describe both overtime and compensatory time off provisions:**

### **9.8 Compensatory Time Off**

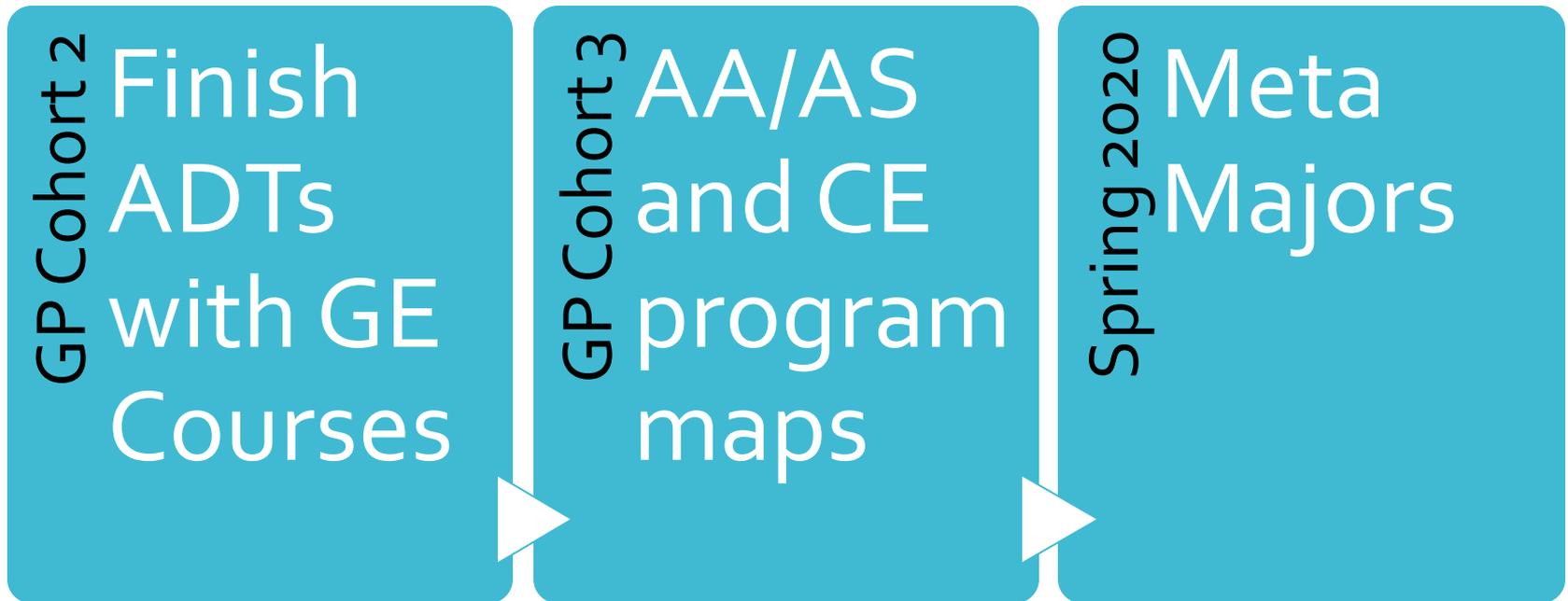
When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within twelve ( 12) calendar months following the month in which the overtime was worked and without impairing the services required by the District. Compensatory time off shall be granted at the appropriate rate of overtime. If the compensatory time off has not been taken within twelve (12) months after the month in which it was earned, the District shall pay the employee in cash for all such time at the appropriate overtime rate based on the employee's current rate of pay. All provisions of this Article 9.8 shall comply with applicable Federal Labor Standards Act (FLSA) regulations.

# USB Drive & Folder

- 2 year program map without GE courses selected
- Discipline notes from flex day (speed dating activity)
- Advising 101 ppt.
- Job description
- CSU-GE Worksheet
- 2019-2020 Catalog
- Major Discipline Program description from curricunet
- Major Discipline Program TMC
- ADT Checklist
- Team sign-in sheet

# Guided Pathways 2019-2020

## Moving Forward



Thank you for all of your support!

– Guided Pathways Team

**Questions?**

[coaguidedpathways@peralta.edu](mailto:coaguidedpathways@peralta.edu)