



## Guided Pathways & Equity Leadership Advisory Group

2021 Spring

This Charter is established between the Guided Pathways & Equity Leadership Advisory Group and the Student Support Council & Academic Council to structure the process and planned outcomes included herein during the 3-year period beginning in the 2021-24 academic/calendar year. (*Councils = 5-year Charter; Committees, Project Teams, Workgroups, etc. = 1-year Charter*)

### Purpose

The Guided Pathways and Equity Leadership Advisory Group is a three-year advisory group that will guide continued implementation of the Guided Pathways and Equity plans; assess current Guided Pathways and Equity initiatives; and facilitate college-wide communication on Guided Pathways and Equity implementation and improvements.

### Charge

The charge of this committee is to coordinate and facilitate the direct efforts of EMP **Goal 2(Success) Implement Guided Pathways framework** and overlapping efforts through Guided Pathways for EMP **Goal 3(Equity) Close all student equity gaps**. As well as, **Objective 4.1** - Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees).

Specific Activities of the group will include:

- Facilitate and monitor effort of the Guided Pathways and Equity Teams;
- Guide, facilitate and monitor the efforts of the PACES Grant for Guided Pathways at Norco College;
- Guide, facilitate and participate in the work of the California Guided Pathways cohort II work at Norco College;
- Participate and report to the District Guided Pathways Committee; regularly report to the chancellor and vice-chancellor of Educational Services; semi-annual report to the Board of Trustees;
- Draft, submit and certify the SOAA;
- Assist in coordination of the submission of the Equity Plan;
- Communicate broadly to college/district/community stakeholders on Guided Pathways and Equity implementation and improvements.

### Guiding Principles and Assumptions

The College's efforts in adopting a guided pathways model and moving forward in our completion initiative comes up in virtually every meeting as it is in the forefront of our planning processes in how to transform our institution. The college aligns all strategic goals/objectives with a council, committee, or workgroup. The culture of the college promotes consensus building to support decision making in leveraging existing programs and initiatives in resource allocation and program enhancements. This group guides the specific/directed efforts to integrate Guided Pathways and Equity at the college through the use of data,

### **Guiding Principles and Assumptions**

holistic assessment, state assessments (SOAA, CAGP), planning (Equity Plan) and the Quality Focus Essay in the 2020 Accreditation Document to guide its efforts.

### **Scope & Expected Deliverables**

**Goal 2**(*Success*) *Implement Guided Pathways framework.*

**Goal 3**(*Equity*) *Close all student equity gaps.*

**Objective 4.1** - Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees)

Each year, this group will,

- Collaborate with Academic Senate, Academic Council and Student Services Council with regard to Guided Pathways and Equity efforts;
- Guide the efforts of Guided Pathways and Equity project-teams;
- Assess and report via the California Scale of Adoption for Guided Pathways, and Equity Plan;
- Participate in the California Guided Pathways cohort II state wide work (3-year commitment beginning 20-21 and other regional efforts (IEGP);
- Guide, assess, and advise the work of the PACES grant with the Dean of Student Services;
- Coordinating and facilitating cooperation and alignment with district-wide Guided Pathways and Equity entities;
- Communicate quarterly to college/district/community stakeholders on Guided Pathways implementation and Equity improvements.

### **Membership**

The Advisory Group will be comprised of 8 members; meetings are open and other expertise may be requested as needed.

- Dean of Student Services [Chair]
- Dean of Instruction
- Faculty Representative from Academic Senate for Guided Pathways
- Faculty Representative from Academic Senate for Equity
- Counseling Faculty Representative from Academic Senate for Guided Pathways
- CSEA Member for Guided Pathways
- CSEA Member for Equity
- PACES Program Coordinator

### **Meeting Time/Pattern**

The Advisory Group meets monthly on second Tuesday at 2:00 PM. The Advisory Group will also meet monthly on the fourth Tuesday with the Project Teams at 2:00 PM. Contact the Chair/Co-Chair(s) or designated facilitator to place an item on a future agenda.

## **Roles of Chairs and Members**

The Chair/Co-Chair(s) are accountable to Student Support Council to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agenda and facilitating meetings of the Guided Pathways & Equity Advisory Group based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Guided Pathways & Equity Advisory Group that can help to achieve the Guided Pathways & Equity Advisory Group's charter deliverables and strategic charge. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Guided Pathways & Equity Workgroup. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with advisory group peers with the intention of finding consensus on all issues that come before the workgroup.

Representative members will be chosen to represent the body at the Student Support Council Meeting, Academic Senate, and Academic Council. All governance entities must specify within this Charter how information will be disseminated to representative/constituency groups. In each of the five Councils, it is recommended that a chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

## **Meeting Procedures and Expectations**

The Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.