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Explore Team Fall 2019 Meeting Notes

Wednesday, September 11

Review website + Explore Team Workplan Goals and discussion

Discuss successes from year 1

Update on upcoming mapping sessions - what was done - drafts, and what missing - last mapping session to come. What is to come - career clusters an introduction and steps to come - names/number, etc.

Prioritize immediate goals and activities

Ran out of time - moved to the next meeting

Wednesday, September 18

Mapping Workshop: 9/26

- Inviting missing programs
- Creating teams of experienced mappers to finish a draft of all missing maps

Review general timeline of in-progress projects

- Program Mapping
 - Finish 15-unit maps
 - Move into non-credit mapping and bridges
 - What are people doing currently/what recommendations are made to non-credit students in regards to credit classes?
 - Computer related hands-on business classes - software....excel, etc
 - Let's create a list of people, what do they do, where? And what do they recommend to students - Center Coordinators, ESL, NC, Counseling, Credit English
 - What do the Centers do and how do they vary, why - nuggets of knowledge and best practices
 - Connect with high schools and on-ramps
 - Jim will contact Meg Hudson
- Meta-majors/Career Clusters

- Once mapping is complete and based on an examination of the present cluster & RP findings, etc. ask for input via multiple sessions including all stakeholders to determine
 - how many clusters
 - what they are called
 - A criteria for crosslisting a major

Prioritize immediate goals and activities

- Backwards timeline based on deliverables for projects - move forward to Sept 25th

Wednesday, September 25

Quick Check-In - 9/26 Mapping Workshop

Reviewed upcoming mapping - tomorrow 10/26 all are invited

Timeline of deliverables - (Meta-majors)

- Oct. 14 - Advisory Team - criteria proposal + "straw dog"
- Oct. 15 - Flex Day - unveiling
- Oct.-Nov. - Workshops + online feedback
- Dec. 9 - Advisory Team - final draft
- Dec. 11 - Academic Senate - first reading
- Dec. 12 - Pathways Committee - final draft
- Jan. 22 - Academic Senate - final approval

Definition of "mapping"

Clarifying whom we are designing for

- Building hypothetical students
 - Mapping defining and discussion - what student is this for - What do they want/need?
 - clearly show degree seeking and transfer seeking students
 - to build skills for employment, or transfer
 - FAQ -what is mapping
 - comprehensive community college offering NC, lifelong learners, and transfer students
 - promoting what we do as a community college - scaffolding certificates - builds incentive
 - Certificates for lifelong learners as well - creative writing
 - Add to website - something that includes lifelong learners - if your taking this class, maybe this?
 - Exploration maps? - spark class - English 1A with pertinent subject

Renaming the practice(s)

- - Arrange “metamajor sessions discuss names, numbers, criteria for cross-listing etc.

Flex Day Activity

Eric demos activity - all agree it is a good thing

Wednesday, October 2

Flex Day Activity - Credit Program maps

- Reviewed activity - Falls semester activity in general - start at flex
- Will introduce to Deans and Chairs
- Make the timeline more “faculty facing” - worksheet in parts
-

Grouping Project (Meta-Major)

Walk through timeline

- Oct. 14 - Advisory Team - criteria proposal + “straw dog” - to be shared with mapping team - colors
- Oct. 15 - Flex Day - unveiling
Feedback - what should we do?
Activities - Naming - sharing out in feedback - which bucket were we naming? Battle Royale - each team names - anonymous head to head “Program Cluster - Battle Royale” - add taglines???
Prizes: Swag - CCSF t-shirts, pens MUGS, SWEAT SHIRTS, RISE SWAG -HOODIES cheering team
- Oct.-Nov. - Forums + online feedback
 - College wide email - online feedback (ORP help)
- Dec. 9 - Advisory Team - final draft
- Dec. 11 - Academic Senate - first reading
- Dec. 12 - Pathways Committee - final draft
- Jan. 22 - Academic Senate - final approval

Design Flex Day workshop

Designing and planning support for forums

Revisit discussion on noncredit mapping

Best practices based on a student profile?

Wednesday, October 9

Meg Hudson presentation - Dean of High School Programs

Overview

- Free
- Several types cohorts/singles
 - ab288/CCAP
 - Early Dismissal
 - Traditional Dual Enrollment

- How do we help especially the transitional students
 - Workshops w SFUSD/ counselors of both HS and CCSF
 - Scheduling decision-makers who are scheduling
 - LAC required for transitional studies
 - Transitional studies onramps for credit
 - Spark class as offerings for AB288 as pathways
 - AVID highschool programs connect to counselors here
 - CTE booklet is new and good
 - Market City as a learning tool - how to do college - pre 4 yr.
 - Colleges do not “fluff” students - college is not highschool
 - What are the support structures for these students and best practices for the dual enrolled students
 - What projects and initiatives are already in place or in development for the SFUSD -> City College dual enrollment and bridges?
- Review the “straw dog” proposal for cluster sorting
- Discussion and feedback

Wednesday, October 16

Report out of unveiling -good launch

Designing and planning support for Clustering Forums - Discuss outreach are all mtgs for all? Are they focused on specific constituents? Do we continue with battle royale or become more serious.

- What are we naming the buckets
 - Maybe give the names and reverse who belongs?
Invite specific groups
- What are we naming the clusters (clusters of buckets/areas of interest)
- Are the buckets good, or are there programs that need to move -
 - Designed to help students explore while lessening the chance of them losing time or credits when they finalize their goals
 - [UC Berkely](#) - another way to think about it
- Criteria for being in multiple buckets
 - No more than one or two?
 - Curricular overlap.
 - Where would the student look for it?
 - Here's related?

- A student doesn't see ECON or whatever at all what happens?
- Who decides - departments and students? We ask for input based on present distribution

- Excite people

- This is a starting point must continue discussion

What do we need to get done

1 - name and 3 are the buckets good

Yesterday two buckets blue and magenta were named the same - how do we differentiate

1st two forums prepare material - name the buckets only

Or talk about how the 1st yr experience what is the experience of the students in this bucket - share descriptions

We as a group refine the buckets for the next meetings

Invite specific

Battle Royale

What should change

Survey - at end - and discussion

Just student day -

Who is it for career, or 1st year experience

For undecided - multiple careers can lead to several buckets

Academic interest area

How about credit - non-credit

- Thursday, 10/24, Ocean, 1 – 2:30 pm, MUB 340
- Tuesday, 10/29, Mission, 11:30 am – 1 pm, Room 201

- Wednesday, 11/6, Ocean, 10 – 11:30 am, MUB 361
- Thursday, 11/14, JAD, 10 -11:30 am, Multiuse Room 139
- Monday, 11/18, Ocean, 11:30 – 1 pm, MUB 240
- Thursday, 11/21, Ocean, 10 – 11:30 am, MUB 140

Wednesday, October 23

- Clustering Project
 - Review criteria from Leadership Team for having a program in more than one bucket
 - *Michelle clarified that this is a tool for students to explore their options (linked to dept. mapping)*
 - *Erik working on Google doc for people to provide input*
 - *Students probably not very interested in participating because they are busy and unaware of Rise team and work.*
 - *Meet students where they are (a challenge)*
 - *Looking at program map, is one data point, but there are many.*
 - *Core courses for the majors may have shared requirements, which Erik has reviewed.*
 - *Name the cluster buckets to make it easier for students*
 - Assign HW - bring back next week what other colleges call their collection of buckets
 - *Should we name them first? Make a suggested name that students can change*
 - *Suggested names should focus on the majors*
 - *Interest areas? Meta majors?*
 - *Clarification - major related, not CTE*
 - **Suggestions:** *Interest Areas, House, Meta-Majors, Exploration Communities, Interest Community, Flexible, Career & Academic Clusters, Career Communities (no Career or Academic), Help Students Find Their Major, Academic Communities, Skills, Educational, Academic Interest Areas - Where coursework overlaps to create opportunities for students*
 - *Students can look through Career Clusters or Program Majors*
 - *Career Match Survey already links students to CTE & can lead students to academic buckets (already decided by website team)*
 - *This will be a version of the Career Clusters & a search bar (by career, dept., major)*

- *Working with John Halpin on this*
- *Do we need to finalize names now?*
- *How do we deal with overlapping coursework?*
- *Clarify language of buckets*
- *Name it after actual coursework?*
- *The new website will have multiple search methods*
- *Provide 2 lenses for students (career & academic)*
- *Currently hard to find career clusters on our website*
- *Academic faculty not interested in “career” being part of name*
- *Separate, yet merge the non-credit and certificate courses*
- *Michelle shared draft of new website*
- *Trying to get people to move away from the traditional structure of Schools and make it more student-focused*
- *Real world experience important for students (example in Biology). Need research opportunities*
- *At the end of the day, this is for students, not employees*
- *Aiming to not block conversations*
- *Student focused? Needs to make sense to students. No jargon.*
- *Community good. Academic, not so much.*
- Review workshop marketing
 - *Create a name before Tuesday*
 - *Voted on 3 names for marketing - Interest Areas/Exploration Communities/Interest Communities (winner: Interest Area Communities)*
- Decide the actual format of the Forums
 - **Target some Forums to specific populations -suggestions**
 - *Thursday, 11/21, Ocean, 10 – 11:30 am, MUB 140 - counselors*
 - *Thursday, 11/25, Ocean, 10 – 11:30 am, MUB 140???? - Student Only*
 - *Thursday, 10/24, Ocean, 1 – 2:30 pm, MUB 340 Cancelled due to needing more time to promote. Flier updates in progress. Group prefers flier with photo. How to make flier more student focused? Omit some of the academic jargon. Ok for counselor-focused one. Keep all dates together. Enlarge dates/locations. No food budget, unfortunately. Is Tuesday too soon? Not if faculty & dean invited to bring entire classes. Can a contact person at each center/campus be in charge of promoting? Student input key to this work.*
- Homework Assignments

- Jim - CSM
- Brandon - Contra Costa
- Luana - Skyline
- Anna will invite team to attend one of the forums

Wednesday, October 30

Non-Credit Mapping (presentation by Michelle Simotas)

- NOV 7th @ 12-2 JAD Rm 139
- Nov 19 12-2 Downtown Rm 818
- How to move forward - several student profiles to be developed
 - Learn English
 - Learn English plus computer skills
 - Learn English w/o hs degree gets hs diploma & move into credit

Centers want nc maps dvlpd for each center's offerings

NC -> Credit bldg off existing work - STEPS TO CREDIT etc.

Calworks with the City and many n.c. students with entry points outside of

CCSF

A goal is to make nc more visible and promoting our nc offerings - our services to the larger community such as older adult program.

Clustering Project

- Report back on HW - what the collection of buckets are called
 - Jim - college of San Mateo
 - Matt - looked at schools that have cluster
 - <https://docs.google.com/document/d/12guJnsuzL7f7wk1n-iXMOzqE6Xm8WmvUIUXkBJij2w/edit#>
 - Interest Areas
 - Metamajors
 - Career and Academic
 - Misc

Some schools have an undecided, and online "bucket" as well.

- Luana - CSM & Skyline - kept academic and career separate

Create process to survey the College and choose an overarching name

New bucket models

- Liberal Arts cluster largest discussion (purple & blue)
 - An option Education Area separated and then liberal arts blue & purple combined
 - Is there course overlap btwn blue and purple? - electives not core?

- Dividing into smaller more specific categories (leave blue and purple is less overwhelming (identity and activism)

Update on Credit Mapping vetting

Wednesday, November 6

- Outreach Coordinating
 - IAC [Forum Outreach](#)
 - Discussion on outreach approaches
 - Contact Program Coordinators -Resource Centers
 - Student outreach strategies
- Preview: Non-Credit Mapping sessions
 - Update on plans
 - Create a student profile i in groups
 - Create map for student profiles developed
 - Website offers sample map - which includes notes on student support service
 - Discuss where will these maps live - NC SERVICE need to be more visible - links from non-credit to credit maps & 1st year experience
 - Map for each location - there is overlap - maps at each center should not look different - who is this tool for counselors/ or website/student profile maps and supports on website
- Update on Credit Mapping vetting
 - Updated timeline for vetting
 - Variations in look and approach which not are being adapted for the website - new column for GE no-preference/recommended/required
 - Course/Course Title/Units/ New Column - support services - intentional notification via starfish + language -> this is a model to take with you to a counselor
- Update clusters
 - Certificates added - survey area
- Create process/timeline to survey the college on naming
 - Share the Leadership Team purpose statement re: sorting
 - Helps students explore the offerings at the college by increasing visibility of all programs
 - Helps the college support students by building intentional support mechanisms around each Interest Area Community such as Interest Area Success Teams

- Helps in generating a first year experience to support students.
- Helps students who change majors see other majors that may share course requirements
- Help programs to better promote to students and faculty to collaborate across discipline areas
- Help students to reach their goals at a pace appropriate to their needs and resources including financial aid
- Supports students in developing self-awareness that leads to career aspirations; supports students with career aspirations to find a program that will help them get to the career

Wednesday, November 13

- Updates on Clustering Project Timeline
 - Process/timeline to survey the college on naming
 - Nov. 15 – SAT give feedback on 2-3 names for each bucket
 - Nov. 20 – Mapping Team confirms 2-3 names for each bucket and collection
 - ~Nov. 21+ – Launch survey
 - Week of Nov. 18 and/or Dec. 2 – Survey SFUSD
 - ~Dec. 5 – Close survey
 - Dec. 6 – Students look over and give final feedback
 - Dec. 9 – Final Draft approved by the Advisory Committee
 - Dec. 11 – First read at the Senate
 - Dec. 12 – Pathways Meeting approves the design
 - January 22 – Senate second read, with official resolution; voting
 - January and February – User testing of the website, feedback of this project embedded within that
- - Outreach Strategy for survey - tabled
 - Number of buckets
 - Discussion on various versions **7+1**, 8+1, 9+1
 - Look at data of buckets and % of SS complete per
 - 4-5 names to go with Interest Area Communities
 - Interest Area Communities
 - Academic and Career Communities
 - Fields of Study
 - Areas of Interest
 - City Pathways
 - City College Study Fields

Wednesday, November 20

Walk through of website

- Presentation in regards to content - new content management system = Drupple
 - currently a work in progress
 - Best Practices once it's running being developed as well (website committee)
 - Question -
 - How can we make student access to email easier?
 - How will Centers be integrated? - consistency - linked to global program pages but what is unique will stay unique.
 - Can a student see a description of the interest area on hover?
 - What is the roll-out timeline - speaking to content side - program pages = Dec 1, Dec build out pages including program maps, spring review including non-academic - Late March Launch
- Clustering Project
 - Outreach Strategy for survey
- Language for online maps
 - What should be hyperlinked, and to where?
 - Especially for GEs

● **Wednesday, November 27**

- Feedback from Website Walkthrough
 - Will there be a way for student users to compare “boxes” instead of having to open and then back?
 - For feedback email Michelle - website team.
 - Useability testing begins in January
 - Cluster descriptions - are you a person who?
- Updates on Clustering Project Timeline
- Will send plan in advance and can show it to counselors and others
 - Next wk -> Explore look at proposal
 - Student advisors
 - Pathways committee
 - Academic Senate
- Language for online maps
 - We need to produce guidelines & best practices around language and standardization
 - GE Areas vs. Course Recommendations - leave it open?

- Consistency w/nuances as per depts. (note column on website, why is this recommendation being made? The importance of “double dipping?”
 - Consistent language to be helpful to students - set them up for success
 - See counselor
 - Maps - intro classes should include advisories &/or prerequisites i.e. what level of math is advised for CNET/Computer Science classes?
 - Annotations in order to teach the reader how to read the maps?
 - What should be hyperlinked, and to where?
 - Especially for GEs (Area A-H linked to “sheets” on website)
 - CONSISTENCY
 - Homework - look at current maps and contemplate consistency
- Meeting time change: Wednesdays, 3:15-4:15pm
 - Clustering Project final review
 - Credit Map language report-back

● **Wednesday, December 4**

- Meeting time change: Mondays, 3:15-4:15pm - does not work
- Clustering Project final review
 - GEs overlap among related courses or some course for instance take math - Architecture in Red - Architecture students often take more math than others in red
 - Final discussion of clusters based on research-> will move forward to student advisors, etc.
- Credit Map language report-back
 - Hyperlinks to say i.e. Math 90 -> click to see what it is
 - Key to map -> or more specific what the **No preference suggested....and recommended**, mean, why suggestions for the department
 - Drop down menu? - Or, notes column with why?
 - Language in regards to UC specific/USC see counselor
 - What is purpose??? Go to counselor -> the dept. Is content expert
 - 2nd set of maps for the counselors with more details ->
 - link to printable map with more details
 - Link to dept. Map with the greater detail
 - Color code UC Transfer = red, blue = major requirement (and key)

For undecided how do we provide context of the maps & simplicity....who is the student? Keep in mind UNDECIDED. Those who have decided have a different in.

- What are mechanisms to help address some of these problems.....workshops with counselors.....**what are the things that still need to be done that the MAPS CAN'T DO.**

- **Wednesday, December 11**

- Review/Celebrate what we've accomplished this semester
 - This is an opportunity to clarify and put forth the benefits of Rise and the school as the whole to the community
 - 2 or 3 statements, demonstrates focus and remind us of the positive that the school offers
 - We need to take charge of our messaging

Completed

- Mapping as demonstrated from website preview
- Non-credit mapping
- Clustering Project
- Connections with noncredit and high schools
- Look forward towards next semester
 - Frisco Day - developing marketing materials for clusters
 - Names - draft trial version
 - If VMD Emerge - then Content by (general word count Feb), final count by end of Feb/early March
 - Counselors set-up to convey to hs earlier -> January?
 - Preliminary info at least
 - Website won't happen until March
 - Manage message and presentation so it's not too chaotic

Timing will be awkward this yr. No matter - Lots of info given to students on the buses on the way here

- Website Credit Map - KISS document/clean-up for next semester
 - Guidelines
 - PT students - language specific to recognize pt's will need to see counselor - gateway class, etc. - 1st two semesters
 - How to list GE - looks like what classes qualify as GE will be limited (see upcoming board agenda.) - listing GE Area X is probably better than specific classes at this point
 - Good balance
 - Document knowledge - where on the website

- **Wednesday, January 15**

- Update on timelines for this semester
 - Clustering Project
 - Naming must be done for website by end of January
 - Looking at meeting dates next 2 wks - final discussion dates
 - May 1st Frisco Day Names will be used -Frisco Day designed around clusters

- Next mtg we will look at our key words - suggest names - ask problems - ask given the name what would you envision?
 - How will we measure if this successful - downstream behavior look at summer/fall semester do students take class in the bucket, declare major in the bucket, in order to build out process to change
- Frisco Day - May 1st
 - New focus - 1st yr Experience/Explore Day Depts grouped in clusters - info may go out in advance, but the reality is the material may not be ready - beginning of Feb is when counseling begins to go out - April they go out again
 - Resource fair for student clubs
 - How much dkoreto we have to message the departments/stakeholders about clusters? People on campus need to be educated.
- Maps
 - Timeline - we need them done NOW
 - Program Pages - template worksheet
 - Everything Else - detailed maps live on department pages guidelines for certificates etc.
- KISS Guidelines for program page map clean-up/maintenance
 - Templates for exploration
- **Wednesday, January 22**
 - Clustering Project Decisions
 - Naming - approved names below
 - Collection Names - **Academic and Career Communities**
 - **Arts Media and Entertainment**
 - **Business, Management, and Entrepreneur**
 - **Science, Technology, Engineering and Math**
 - **Health and Safety**
 - **Education and Child Development**
 - **Tools and Trades**
 - **People, Culture, and Social Justice**
 - **Communication and Languages**
 - Colors - matched previous career clusters as closely as possible
 - KIS Guideline Decisions - template or worksheet
 - Mapping Principles - order (i.e. major 1st), nomenclature/ first year completion recommendations (i.e. English 1A & English 1AS) approved

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- **Wednesday, January 29**

- Project Updates
 - **Clusters** - Discussion We need to better define that Lifelong Learning is being supported - these maps are for students seeking degrees and/or transfer
 - **Maps** - Guidelines were released due to deadlines - feedback on maps = not detailed enough simplified of a “nuanced and detailed” document - conforming the maps to a single format for a student who has no experience/knowledgeable - students note discussions over time stressed too much detail was confusing - clarity was important. This is for the main landing page where the student explores. Department pages will be detailed by the department.
- A tool does not exist yet, a tool to update information concerning departments/ programs to update counseling, etc.
-
- Frisco Day
 - A cluster will be selected and a panel will be put together to highlight that cluster.
 - A reminder - students come in waves on buses keep events etc in regards to RISE in mind
 - Samples examined to present to Emerge Studio (VMD) - we need to provide content ASAP

- **Wednesday, February 5**

- Project Updates
 - Meet with chairs, deans and chairs? To present/discuss clusters-maps
- ACC marketing material design
 - Frisco day - PD for both CCSF and incoming students
 - Emerge = deck of cards - icons = side 1 - clusters ie “visual and performing arts” I am/I enjoy/ A good program program for me ----backside engages interest area.
 - March 1st...3 more mtgs. 12th/19th/26th - deadline for content to Emerge will be vetted by chairs departments - > mid flex (March 3rd - post things in Collaboratory - cafeteria - workshop)? Rob’s news letter? -> Donna notes March 5th = Deans and chairs -> large mock up hung around the room
 - Emerge is working on Icons - for mid March thien come back to us. - Can work with design as long as they know how much text?

Can be used as placeholders. Examples viewed and discussed - Sierra/Tahoe. Sierra - I enjoy - but a narrative - a student narrative, "I would like to know how the world works..." - OR a student highlighted from that area

- Feedback - counselors, student advisory DCC -marketing materials for counselors and students "prototype" for Frisco Day
- Poll - here's a cluster -> send us three verbs
- 1st and 3rd Wed. all counselor mtg. ASK THEM for verb recommendations
- Can the Pathways committee - verb workshop there 1st?

- **Wednesday, February 12**

- Project Updates
- Frisco Day - ACCs marketing material design
 - Emerge will design we will vote on
 - What do we want the students to do - guiding question
 - It is recommended that we minimize the amount of paper or hand-out - double sided, all in one piece, brochure folder?
 -
 - Elements
 - Front - find your cluster
 - Name of ACC
 - Icon and color
 - CCSF - logo - use square logo
 - URL or QR to go to landing page
 - 3 Verbs
 - Short description - Story or student narrative?
 -
 - What are the benefits and can this be useful after Frisco day - not "locked in" - more information on other ACCs and built in follow-up
- ARTS, MEDIA, and ENTERTAINMENT
 - Create, Design, Visualize, Communicate, Connect
 - Discover the full human experience through.....creative expression (remember the this description is for high school students, what are you going to do?) two sentences. Language that complement icon

- **Wednesday, February 19**

- Project Updates
 - ACC- positive feedback - more engagement
 - Meeting with chairs in regards maps -> updates - went well - dialog in regards mapping - website mock-up shown (clear, concise, consistent)

- Frisco Day - too challenging to bring students in waves to panels- informal conversations as opposed to panels suggested.
 -
 - ACC PD for CCSF
 - Deans and Chairs - March 5
 - Counselors - April 8
 - ACCs marketing material design
 - Recap on previous week's discussion - > i.e. Folder reusable, single page etc.
 - Survey - Verb descriptors, and spread sheet with longer description
 - Should we launch verb survey = YES, launch it?
 - Discussion, should it be anonymous? What constituency groups are represented - ask or email - ASK - question added.
 - Send to Rise teams first
 - Ask Dept. Chairs to find their community and produce three verbs.
 - Goals of the survey -
 - Introduce
 - Engage - Inclusivity
 - Collect Information
- **Wednesday, February 26**
 - ACC [descriptions for marketing](#)
 - We finished one by committee - yay!
 - Delegated the others to homework and copy editor
 - ACC PD for CCSF
 - 30 minute pitches to CCSF constituencies - what do we say?
 - Deans and Chairs - March 5
 - Counselors - April 8
 - Career Coach platform will be ready, website may be launched
 - **Make connections to the work that they are already doing**
 - Rob will connect with Chriss to plan an all-college event in March
 - What's the goal?
 - Another chance to see the website
 - See how the ACCs are accessed on the website
 - Provide training to help students navigate the website and the ACCs
 - Lessen anxiety
 - Video and put on VRC, City Notes
 - Digital Scavenger Hunt?
 - Connecting to the work you're doing (small -> large group)
 - All-college event in April or May to build community within Communities?

- Goal: Teambuilding within ACCs
 - Create a coat of arms! Design a puzzle! Buttons!
- Designing swag
- Physical scavenger hunt - centered around the Community

- **Wednesday, March 4**

- Project Updates
 - ACC Marketing Text
 - John Halpin has a copy editor on staff who will be collecting our sentences and synthesizing into our model. [Leave comments!](#)
 - Link to the [public Explore Team folder](#).
 - Emerge timeline for designing marketing materials for FRISCO DAY
 - Explore re-introduced the idea of a folder and/or bookmarks
 - Next week John and Michelle are looking at icons
 - FRISCO Day
 - Explore will help organize department open houses
 - 5 students for each hour per event
 - 8 rooms (1 per ACC) open from 10am-2pm
 - Rob will coordinate outreach to get students with Erik and Anna
 -
- ACC PD for CCSF
 - March all-college event
 - Get acquainted: Why did we do this, what are they, etc. (already do this a lot); plus Career Survey/Coach
 - How are we “marketing”/messaging - describing these to students, providing clarity around their options and decision making process
 - FRISCO Day
 - If time: add discussion about “what does it mean for this to be a community?” How will we operate differently now that we have the ACCs?
 - Success Team - one way that we are building community around these groupings
 - Goals: Get out the information/get acquainted and also build buy-in and start germinating ideas
 - Rob will ask Michele to film it at upcoming Com/Media team meeting
 - Rob can present this at centers in April
 - April all-college event (for everyone?)
 - No, do this as a repeat of March event but at a center (Mission?)
 - Hope that next year other groups will organize all-college events that build the communities
 - Data Questions

- Possibly ask Matt and Micheline to talk at the event about how ACC's should be evaluated. Does it work to have programs in more than one ACC, and are programs in the right ACC? Are students following the majors they declare? Should we judge the effectiveness of ACC's by looking at a select group of programs that have students who declare that major and don't complete it, or change to another?

- **Wednesday, March 18**

- Project Updates
 - FRISCO Day - cancelled
 - Pathways Committee
 - Discussion is continuing about where the ACCs will "live" as well as the process for proposing changes to existing placements and for integrating new programs into a Community
 - ACC Marketing Text
 - Still want to move forward with this project, even though FRISCO Day has been cancelled.
 - Still waiting to see what sample descriptions are created by the copy editor.
 - Decision was made to do a final request for verb responses from all the RiSE Teams and get some final data, to be reviewed after Spring Break.
 - ACC PD for CCSF - cancelled
 - Rob and Chriss will be working on creating some alternative formats
- Decided to take the next two weeks off to allow for the new as well as the original "Spring Break" and let folks focus on moving to Remote Instruction

- **Wednesday, April 8**

- [ACC Descriptions](#) and verbs
 - Erik notes urgency - John Halpin and his team need to completed descriptions and verbs for ACCs in order to update marketing material
 - Plan of action described - descriptions 1st then verbs time permitting
 - Group reviews, discusses and finalizes descriptions of all ACC based on input/discussion.
 - Group reviews, discusses and finalizes most verbs for all ACCS and leaves a few question marks for further group discussion in the Pathways committee, etc.
 - Erik suggests any further comments be sent to him via email.

- **Wednesday, April 15**

- ACC Training Module

- Developing user scenarios (see [Google Form](#))

- Rob gives an overview of USER scenarios for feedback
 - Discussion ensues - What are the conversations, how do job functions play into the training scenarios...how do we look at people in different roles (i.e. all the different faculty or classified staff positions)
 - Review [goals](#) of ACCs in order to help develop scenarios
 - John Halpin shares examples of present training and career clusters - how to navigate - familiarize constituents with
 - Career match survey
 - CTE programs
 - Employment specialists use career survey
 - Teacher aids - Career match survey
 - Career Coach will be implemented with new website
 - Prior to full roll out - worked with Learn 50 faculty to “beta-test” is how are the clusters useful?
 - Look at the survey in terms of students, what would a training look like if a student arrived and interacted at a point in this survey?

- ACC Metrics and Data

- How would we measure “success”? What hypotheses do we want to “test” on the effects of ACCs?
 - How we will measure goals - which tactics/interventions (website/meeting with counselors, etc.) will be implemented and what goal does it fall under our goals
 - Remember it is a complex system - yet these multiple components must be separated in order to develop metrics

- **Wednesday, April 22**

- Goals for the remainder of the semester

- Rob requests 30 mins. For ACC - mock-up presentation

- How prescriptive should the training be?
 - Will there be Flex Day Work/Demos - deadline the 27th, Rob will put something together and will present to John Halprin, etc.

- Emerge studio update - final edits based on Monday Advisory Team mtg

- Mock-ups should be over the next 2 wks.
 - Reminder - Folders are reusable

- Can we send a one pager to students who would be at FRISCO Day - mailers? Especially if we're not in person in the Fall.

Upcoming discussion requested, what are the hypotheses to develop metrics we will use based on the goals of the team and how do the ACCs fit in.

- What is the present student experience and how will the ACCs change that experience?
- What are the hypotheses will be narrowed - to what is the most important - so research can collect data and measure/analyze.
- This discussion dovetails with Rob's training - how will the ACCs be used.
- Develop Hand-off plan for Pathways Committee
- Matt shares document ([link here](#))
 - Current student experience
 - Possible interventions
 - Hypothesized outcomes
 - Measurements for the above
 - The conversation will help build metrics....do we need to track specific groups, etc.?
- The ACC powerpoint for VRC is completed and will go out by the end of the semester - awaiting final approval and feedback -
- **Wednesday, April 29**
 - Team reads through "sample student journey" for 3 goals of ACCs
 - Read through goals, adds comments to document,
 - Discussion ensues to clarify both are these valid scenarios, are there other points to address, powerpoint and data collection
 - [Understanding \(Improved\) User Journeys](#)
 - Next week Emerge will have work to share.

- **Wednesday, May 6**
 - John Halpin unveils Emerge Studio - ACC designs for CCSF website and discussed
 - Career Coach also demoed and discussed
 - Variations of One-Pager mock-ups also presented and discussed
 - Will be presented to Leadership and Pathways Committee

Matt shares slides which will become module for VRC concerning ACCs

Updated from last week - discussion ensues.