



Pathways Institute #4—Ensuring Students are Learning and Progressing Along the Pathway

Instructions for Advance Work

In preparation for Pathways Institute #4, each college team is required to complete the advance work, which complements the college's current pathways integration and enhances the value of the college team's participation at the Institute. The advance work documents are designed to draw from the college's most recent Community College Survey of Student Engagement (CCSSE) data. There are a total of four assignments to be **completed and submitted in advance** of the Institute. A **2-3 page descriptive report** identifying common themes from the **Student Focus Groups**, a **2-3 page descriptive report** identifying common themes from the **Faculty Focus Group, updated Key Performance Indicators (KPIs)**, and **Short-Term Action Plan (Part I only)** assignments will be submitted to Coral Noonan-Terry at noonan@cccse.org by **Friday, January 20, 2017**. This document outlines suggestions for how the team can approach the homework.

Advance Work Assignments

1. *Reading: PERTS article (Will be emailed separately in the coming weeks)*
2. *Student Focus Group Descriptive Report*
3. *Faculty Focus Group Descriptive Report*
4. *Updated KPIs*
 - *Read the overview and instructions provided in the attached PDF document. Then, using the attached Excel workbook, collect the specified baseline data on Pathways Project Key Performance Indicators (KPIs). To ensure consistency of the KPIs, please re-run and report your data for academic years 2010-2014 and include the college's most recent year (2015-2016).*
5. *Short-Term Action Plan (Part I only)*

Pre-Institute Team Meeting(s)

The Center recommends that the college team schedules two face-to-face team meetings (outside of the focus groups) to discuss and finalize the pre-Institute homework. The amount of time to gather materials, enter data, and complete the pre-Institute homework documents may range from three to five days (not including focus groups), depending on the college's familiarity with accessing and analyzing survey results. Recommended agendas for team meetings are provided below.

- **First Pre-Institute Team Meeting** (*approximately one hour face-to-face*)
 - Briefly review all pre-Institute homework assignments.
 - Designate a team member or colleague to serve as a Focus Group Coordinator, handling the logistics and arrangements of the focus groups. If your college requires IRB approval for focus groups, the Focus Group Coordinator will submit the necessary paperwork. Considering the holiday breaks and given the limited time between Institutes #3 and #4, it is recommended that the focus groups be conducted in November or early December.
 - Designate a team member or colleague to serve as a Facilitator of the focus groups.
 - Designate a team member to update the KPI spreadsheet.
 - Designate a team member or colleague to retrieve relevant CCSSE reports from the online reporting system.





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- **Between the First and Second Pre-Institute Meeting, all team members will:**
 - Read the PERTS article
 - Review focus group descriptive reports
 - Review updated KPIs
 - Review *CCSSE* results
- **Second Pre-Institute Team Meeting** (*approximately two to four hours, face-to-face*)
 - Review, as a group, the student focus group descriptive report, faculty focus group descriptive report, updated KPIs, and *CCSSE* results.
 - Respond to the guiding questions in Part I of the *Short-Term Action Plan*.

