

# Clarify Program Paths (2018-2019)

## Meeting Notes

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| <b>NAME OF COUNCIL/TEAM:</b> Clarify Program Paths (2018-2019)                                                                                                                 |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>OBJECTIVE OF MEETING:</b> Approve the team's work plan and timeline, approve more program roadmaps, discuss the work of the sub-teams, and finalize the PDF roadmap format. |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>DATE:</b> 09/28/2018<br><b>TIME:</b> 9:00am                                                                                                                                 |                              | <b>LOCATION/ROOM #:</b> Howard Hall Conference Room<br><b>CALL-IN NUMBER:</b><br><b>CALL-IN CODE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |
| <b>FACILITATOR(S):</b> Bill Simpson                                                                                                                                            |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>TIMEKEEPER:</b>                                                                                                                                                             |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>ASSISTANT:</b> Viorica Petcan                                                                                                                                               |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>MEMBERS PRESENT:</b> Kate Jaques, Rocio Owens, Viorica Petcan, Marsha Reske, Lisa Roberts-Law, Kathy Rodgers, Bill Simpson                                                  |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>                                                                                         |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
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| <b>UPDATES AND BRIEF REPORTS:</b>                                                                                                                                              |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>Topic</b>                                                                                                                                                                   | <b>Person(s) Responsible</b> | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                            |
| Upcoming mapping workshops                                                                                                                                                     | Bill Simpson                 | There will be drop-in mapping workshops in the ITC Training Room on October 9 (10:00-11:30 am), October 24 (1:30-3:00 pm), and November 15 (11:00 am-12:30 pm).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| Mapping status report                                                                                                                                                          | Bill Simpson                 | Bill updated the team on the status of creating program roadmaps and showed them a spreadsheet they can use to monitor the status of program mapping.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |
| <b>ACTION ITEMS:</b>                                                                                                                                                           |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <b>Question</b>                                                                                                                                                                | <b>Person(s) Responsible</b> | <b>Notes and Decision(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Next Steps</b>                                                          |
| Does the team approve the proposed PDF format for program roadmaps?                                                                                                            | Bill Simpson                 | Yes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Work with graphic designer to get map templates and start filling them in. |
| Does the team approve the proposed project work plan and timeline?                                                                                                             | Bill Simpson                 | Yes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Submit the work plan and timeline to the Student Success Council.          |
| Does the team approve the program roadmaps in the folder in Basecamp?                                                                                                          | Bill Simpson                 | Yes.<br>• Administration of Justice AS-T<br>• Administration of Justice A.S.<br>• Environmental Conservation Technician (Conservation/Restoration) Certificate<br>• Environmental Conservation Technician (Fisheries) Certificate<br>• Environmental Conservation Technician (Forest/Rangeland) Certificate<br>• Environmental Conservation Technician (Sustainability) Certificate<br>• Environmental Conservation Technician (Vegetation) Certificate<br>• Environmental Conservation Technician (Water Resources) Certificate<br>• Environmental Conservation Technician (Wildlife) Certificate<br>• Environmental Conservation A.S.<br>• Environmental Conservation Certificate<br>• Funeral Services Education A.S.<br>• Kinesiology AA-T<br>• Speech-language Pathology A.S. |                                                                            |

**DISCUSSION ITEMS:**

| Question                                                                                                                 | Person(s) Responsible                         | Notes and Next Steps                                                                                                                                                                                                                       |
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| What are the tasks and timelines for each sub-team? Who will lead each sub-team?                                         | Bill Simpson                                  | The team discussed the work of each of the sub-teams.                                                                                                                                                                                      |
| What is the appropriate language to use in roadmaps for stacked certificates? Which maps should get an honors statement? | Bill Simpson, Lisa Roberts-Law, Kathy Rodgers | The team discussed how to indicate in roadmaps that students can sometimes earn additional certificates if they take the suggested courses in a roadmap. They also discussed when it would be appropriate to include the honors statement. |

**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
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