

# Team Project Snapshot [Template]

## Opportunity\* Description

- Opportunity Statement. Elements can include:
  - Current situation
  - The issue(s) that have arisen
  - Why we need to solve this issue(s)

\*Instead of "Problem Description"

## Objectives for this project

- What is the end goal?
- What does success look like?
- Who benefits?

## Timing

- Timeline for completion of x activity
- Timeline for completion of x activity
- Timeline for completion of x activity

## Team Members & Key Stakeholders (and/or Experts)

### *Core project team*

- Team member 1
- Team member 2...

### *Key Stakeholders (and/or Experts)*

- Stakeholder 1
- Stakeholder 2...

## Deliverables

- Deliverable 1
- Deliverable 2
- Deliverable 3...etc

## Indicators of Success for Planning

- Solution to potential obstacle, challenge, issue #1
- Solution to potential obstacle, challenge, issue #2
- ...

# Academic Clusters Team Project Snapshot

## Opportunity\* Description

**Academic Clusters** will provide students with a framework that guides the development of their educational and career goals that emphasize broad and directed explorations first, leading to specific choices, and integrated student support throughout.

## Objectives for this project

## Timing

## Team Members & Key Stakeholders (and/or Experts)

## Deliverables

1. Better name
2. Implementation plan
3. Recruitment plan
4. Timeline for implementation
5. Questions for organizational shift
6. Student support options for clusters
7. Pathways between options
8. Identify momentum points in gateway courses
9. First and second term pathways with course lists for each cluster

## Indicators of Success for Planning

People and participation.

- Broad scale counselor and faculty buy-in and participation.
- Deans and Chairs willing to explore the organizational structure.
- Capacity to meet regularly.

Examine processes.

- Finalize the Clusters with disciplines in the right place
- Willing to examine processes like scheduling, budget allocation, and program review
- Have a better name

# Advising Team Project Snapshot

## Opportunity\* Description

Students' progress efficiently through their pathway toward their academic and career goals when we:

1. Improve technology to meet needs of ALL students
  - a. Technology that will connect students with services and access to human resources
  - b. Online services easier to navigate
2. Improve and increase integration between Student Support Services and instruction
  - a. Gateway classes will personally introduce/make aware to students support service such as tutoring/counseling/learning communities, etc.
  - b. Instructors more accessible to students via public spaces (tutoring)

## Objectives for this project

## Timing

## Team Members & Key Stakeholders (and/or Experts)

## Deliverables

1. Produce evidence of value of Student Services conducting class presentations.
2. Produce advising templates to embed in class syllabi that would include Student Support Services (i.e. events, services, ideas for instructional lessons/assignments that will educate students about college support services ).
3. Produce several advising mechanisms (i.e. student mentors, monthly student class announcements, classroom presentations-staff, student ambassadors).

## Indicators of Success for Planning

1. Input from everyone on our team and attend meetings regularly
2. Team shares same goal and vision
3. Entire college community takes responsibility for students progressing efficiently through their pathway

# Communication Team Project Snapshot

## Opportunity\* Description

Develop a communication strategy to support students through their educational experience.

Design an organizational communication plan to ensure employees know what they need to know and improve organizational efficiency and transparency.

Add one for the community.

## Timing

## Deliverables

1. Communication method(s) to share the development and implementation of the Guided Pathways
2. The next DVC Strategic Plan will include a Communication Plan

## Objectives for this project

## Team Members & Key Stakeholders (and/or Experts)

## Indicators of Success for Planning

1. Representative Design Team (SRC, FT, PT, Student, from other design teams)
2. Broad engagement in the conversation (focus groups, contribution from a broad spectrum of sources, regular input from GPS (every other Friday))
3. Inventory of how and what different areas communicate or would like to receive communication = Inquiry
4. Communication strategy and organizational and implementation plan that focus on a communication strategy to support students, for the college, for our service community

# Entry Team Project Snapshot

## Opportunity\* Description

With some student not completing the entry process we must strengthen the consistency of the process and establish the expectation that all new students complete the process before entering coursework/path.

Data and understanding of the essential components within the entry process that lead to success.

Earlier and effective outreach and messaging.  
Create the college wide expectation that this must happen

## Objectives for this project

## Timing

## Team Members & Key Stakeholders (and/or Experts)

## Deliverables

1. Entry processes for different groups of students
2. IT needs
3. Initiatives from external sources?

## Indicators of Success for Planning

1. Clear vision/outcome of what we want to do
2. Team selected based on function and expertise. Team continuously expands and adapts based on stage of the process
3. Crosswalk of outcomes
4. Clear/strong messaging, documentation and focus to allow for shared ownership
5. Data (including qualitative student focus groups to inform planning)
6. Buy in
7. Recognition and understanding of overlap in between the design teams

# Student Support Team Project Snapshot

<b>Opportunity* Description</b> <b>Student Support.</b> Student Support will scale best/effective/promising practices such as those in EOPS to meet the needs of all students. Maximize the use of campus wide resources.	<b>Objectives for this project</b>	
<b>Timing</b>	<b>Team Members &amp; Key Stakeholders (and/or Experts)</b>	
<b>Deliverables</b> <ol style="list-style-type: none"><li>1. Report on usage of services by students</li><li>2. Improvement on data collection</li><li>3. Create a timeline of student service points</li><li>4. Meet with SS leaders</li><li>5. Forums with instructors/students/faculty/staff</li></ol>	<b>Indicators of Success for Planning</b> <ol style="list-style-type: none"><li>1. Gathers/meets on a regular basis</li><li>2. Have data on current usage by students of various support services</li><li>3. Define benchmarks or goals of when, where, and how students should engage with support svcs (points on the pathway)</li><li>4. Feedback form discussion with leaders of various student services to understand SWOT</li><li>5. Identify forums or settings where instructional faculty, interest on interest w/counselors and other student services staff</li><li>6. Understand tools such as Starfish or Quest, and processes, such as EOPS progress reports that monitor students' progress and provide timely support</li></ol>	