

## Short-Term Action Plan Institute #5: Career and Transfer Pathways

**Institution Name:** \_\_\_\_\_

### Part I: Reflecting on the Pre-Work

**TO BE COMPLETED DURING COLLEGE TEAM STRATEGY SESSION #1 AT THE INSTITUTE**

**Instructions:** Use the time in team strategy session #1 to review and reflect on the findings in the advance work. Discuss and keep notes on the following questions.

Guiding Questions	College Responses to Guiding Questions
<ol style="list-style-type: none"> <li>1. <i>Based on the results of the CCRC self-assessment, where are transfer policies and practices implemented at scale?</i></li> <li>2. <i>What transfer practices are in the early stages of adoption? Is there a scaling plan for these practices?</i></li> <li>3. <i>What questions did you have difficulty answering?</i></li> <li>4. <i>In looking at the responses as a team, are there any answers you would change?</i></li> </ol>	
<ol style="list-style-type: none"> <li>5. <i>Referencing the exercise on mapping through programs into transfer and employment, how much of that information already existed for students and advisors?</i></li> <li>6. <i>Is transfer program information integrated with employment information?</i></li> <li>7. <i>If the information about transfer pathways and employment connections to programs is available, where can students find it?</i></li> <li>8. <i>Is the information clear and transparent for students and advisors?</i></li> <li>9. <i>At what point in their pathway progression are students directed to that information?</i></li> </ol>	



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Guiding Questions	College Responses to Guiding Questions
<p>10. Who is responsible for updating and maintaining the transfer and employment information?</p>	
<p>11. Considering the NSC data as organized in the CCRC template, what was most surprising to the team?</p> <p>12. What gives you the most hope?</p> <p>13. As an institution, where do you have to enhance and expand transfer relationships?</p> <p>14. Have these data been shared with other institutional stakeholder groups? If not, who should review it? If so, what was the reaction?</p> <p>15. Have these data been shared with your transfer partners? Should they be shared? Why or why not?</p>	



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### Part II: Identifying the Gaps that Still Exist in the Institution’s Transfer and Workforce Alignment Work

**TO BE COMPLETED DURING COLLEGE TEAM STRATEGY SESSION #1 AT THE INSTITUTE**

*Instructions: Based on the information collected in the advance work, analyze current practices regarding pathway alignment with transfer and workforce opportunities, as contrasted with the vision for where you would like the institution to be. Document the gaps in policies, practices and readily available, timely, and useful information for students and advisors.*

Current Practice	Aspirations	Existing Gaps (Policies, Practices and Available Information)

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### Part III: Strategies for Closing the Gaps that Still Exist

**TO BE INITIATED DURING COLLEGE TEAM STRATEGY SESSION #2 AND AUGMENTED WITH OTHER COLLEGE PERSONNEL**

**Instructions:** Based on the advance work and the gaps identified in team session #1, identify concrete action steps, create a timeline for moving forward, and identify responsible parties to take the next steps in implementation. This planning should be started in team session #2 and completed with stakeholders at your institution. **Once you complete the exercise with your broader pathways team at your institution, submit to Renee Dimino at [rdimino@monroecc.edu](mailto:rdimino@monroecc.edu) by April 8, 2019.**

Action Steps	Timeline	Responsible Parties	Anticipated Challenges



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### Part IV: Reflections on Work Thus Far and Outlining Next Steps

**TO BE INITIATED DURING COLLEGE TEAM STRATEGY SESSION #2 AND AUGMENTED WITH OTHER COLLEGE PERSONNEL**

**Instructions:** Reflect on your institution's OVERALL work in conjunction with the five Pathways Institutes to date and answer the following questions. Complete the exercise with the broader pathways team at your institution and submit to Renee Dimino at [rdimino@monroecc.edu](mailto:rdimino@monroecc.edu) by April 8, 2019.

Reflection Questions	College Responses
<i>What was your institution's vision for the pathways project work when you were accepted into the cohort in March 2018?</i>	
<i>What were your expected outcomes at the completion of the project grant in August 2019?</i>	
<i>Outline your major pathways accomplishments over the last 18 months.</i>	
<i>What gaps still exist? Do you have a plan to address them?</i>	
<i>What remaining challenges are most daunting?</i>	





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Reflection Questions	College Responses
<i>How have you celebrated your institution's short-term wins? With your pathways team? With the broader institutional stakeholders?</i>	
<i>Please describe needed technical assistance and/or professional development to support the college's work on the connections to transfer institutions and employment.</i>	