



Institute #6: Institutes Capstone

Pre-work OVERVIEW AND INSTRUCTIONS

- a) **Pre-work Reading**
 - a. “The Policy Leadership Trust for Student Success: Overview of the State Policy Framework” from Jobs for the Future (JFF) digital version can be found here: https://jfforg-prod-prime.s3.amazonaws.com/media/documents/PLT_Framework_070918.pdf
- b) **Pre-work to submit**
 - a. **Scale of Adoption (see attached documents for full details and instructions)**
 - i. Individual Responses
 - ii. College Team Response
 - iii. Facilitated Team Consensus (this document will be completed by your facilitator during the Facilitated Team Consensus meeting in May)
 - b. **KPI Updates (needed items will be sent to team facilitators and data contacts in a separate email)**
 - c. **Completion of Progress on Implementation and Implications for Sustainability (attached to this email)**
 - i. Completed *after* “Facilitated Team Consensus” of Scale of Adoption has been completed.
 - ii. Your work on this document will guide your institution’s continued work on guided pathways implementation, and will be utilized as the basis of your college team report out during institute #6. You will have up to four minutes for your report out, so feel free to share highlights of your work and don’t feel like you need to cover everything.

Note: For this Institute, the Short-term Action Plan does not require work in advance. It will be used as a working document during the team sessions at the Institute at Coltivare (Tompkins Cortland Community College). It is included with your pre-work for your preview.

If there are any questions about the submission of any Institute #6 work, please contact Renee Dimino (rdimino@monroecc.edu).



Summary Work Timeline

Institute #6: Institutes Capstone

Pre-work:

1) Pre-Institute Reading

- a) Core team members read ["The Policy Leadership Trust for Student Success: Overview of the State Policy Framework" from Jobs for the Future \(JFF\)](#).

2) Scale of Adoption (see attachments for full details and step-by-step instructions)

- a) Identify 20 members of your larger institution community to complete the Scale of Adoption "Individual Responses".
- b) Schedule (ASAP) approximately 2-3 hours for your core team to review the "Individual Responses" and to synthesize your "College Team Response". - **Due April 26**
- c) Look for an email to schedule an appointment for your "Facilitated Team Consensus".

3) KPI Update – Due April 26

- a) Complete the KPI data update.

4) Review of Progress on Implementation and Implications for Sustainability

- a) Once your "Facilitated Team Consensus" is scheduled, schedule 1-2 hours after that date with your core team to complete the Review of Progress on Implementation and Implications for Sustainability. Discuss the report out with your team.
- b) Submit as part of **pre-work submissions by June 21**.

5) Review Short Term Action Plan to prepare for team work at the Institute

During the Institute:

- a) Work through the **short-term action plan**, including
 - a. Institutional Policies to support Guided Pathways Policy Self-assessment for Governing Boards
 - b. Work Planning – Fall 2019 through Fall 2020.
- b) Finalize plans for **College Team Report-out**

After the Institute:

- a) Finalize **short-term action plan** with appropriate college-personnel.
- b) Complete the **final financial report for the project** (more information will be disseminated soon).

Submit all post-work items to Renee Dimino via email (rdimino@monroecc.edu) by July 15, 2019.