



## Short-Term Action Plan SUNY Guided Pathways Cohort II Institute #3 On-boarding Students to Pathway

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

### Part I A: What Would Your Preferred Intake Design Look Like?

**TO BE COMPLETED IN ADVANCE OF INSTITUTE #3**

**Instructions:** Review the flowchart that you created as part of the pre-work and respond to the following questions. **Return the completed questions to Renee Dimino (rdimino@monroecc.edu) by Friday, April 9, 2021.**

Guiding Questions	College Responses to Guiding Questions
1. How many steps does it take for your typical student from the point of contact to first day of class? Is the process reasonable and easy?	
2. Are the steps for intake clearly communicated to students? How do you know? What are the mechanisms for communication?	
3. Are the steps for continued enrollment (into second and subsequent academic terms) clearly communicated to students? What are the mechanisms for communication?	
4. Are there any unnecessary steps in the process or steps that can be combined or eliminated?	



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<b>Guiding Questions</b>	<b>College Responses to Guiding Questions</b>
<i>5. What is missing from the process that would help ensure that students are informed and aware about what they need to next?</i>	
<i>6. Do you think that your faculty and staff fully understand the intake process and would provide students consistent answers to questions about intake and enrollment processes?</i>	



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### Part I B: What Would Your Preferred Intake Design Look Like?

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

**Instructions:** Develop a flowchart outlining the ideal intake process for students, highlighting and addressing the gaps and/or unnecessary steps in the current structure. Create an action plan and timeline (see Part III) for implementing a revised intake process. ***Return the completed preferred intake design to Renee Dimino (rdimino@monroecc.edu) by Thursday, May 20, 2021.***



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### Part II A: Student Experience Data

**TO BE COMPLETED IN ADVANCE OF INSTITUTE #3**

**Instructions:** Review the data as a team by discussing the following questions and entering your responses. **Return the completed questions to Renee Dimino ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu)) by Friday, April 9, 2021.**

**\*\*If your institution does not participate in CCCSE (or has not since prior to 2015), please use any other means your college collects student assessment of on-boarding/intake experiences (SUNY SOS, in-house student opinion survey, event evaluation, etc.)**

Guiding Question	College Responses to Guiding Questions
<p><b>1. CCCSE Data Review:</b>            What are students saying about their intake experience?</p> <p>How does what the students are reporting about their intake experience align and not align with the flowchart?</p> <p>Where are the gaps in your systems and structures?</p>	



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### Part II B: Student Experience Data

**TO BE COMPLETED DURING COLLEGE TEAM STRATEGY SESSION #2 AT THE INSTITUTE**

**Instructions:** Review and synthesize the data as a team by discussing the following questions and entering your responses. **Return the completed questions to Renee Dimino ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu)) by Thursday, May 20, 2021.**

**\*\*If your institution does not participate in CCCSE (or has not since prior to 2015), please use any other means your college collects student assessment of on-boarding/intake experiences (SUNY SOS, in-house student opinion survey, event evaluation, etc.)**

Guiding Questions	College Responses to Guiding Questions
<p><b>1. Student Focus Groups:</b> Which findings from the <i>focus groups</i> captured the attention/concern of the college team?</p> <p>What patterns, if any, are there? What might the patterns indicate about the needs of students at the college? What might such patterns indicate about the needs of faculty at the college?</p>	○
<p><b>2. Synthesis:</b> How do the institutional <i>CCSSE</i> data and <i>focus groups</i> work together to provide an understanding of the student experience? What opportunities does the team see? What strengths/weaknesses have been revealed?</p>	



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Guiding Questions	College Responses to Guiding Questions
<p>What are the implications for initiating, scaling up, refining, or discarding certain practices related to student experiences? What evaluation or progress-monitoring systems does the college have in place to evaluate these practices? How will the college collect and analyze these data?</p> <p>Explain how this fits into the college's pathways integration.</p>	
<p><b>3. Design Thinking:</b>            Where does your college get student opinion feedback from? Do you, or have you considered adding questions to the <i>CCSSE</i> or <i>SUNY Student Opinion</i> survey? If yes, has it been helpful? If no, what questions might you consider adding? What is your process to gather, review, and utilize student feedback on a consistent basis?</p> <p>Create an action plan and timeline (see Part III) for taking a design thinking approach to your student feedback process.</p>	



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### Part III: Action Planning and Next Steps

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

*This template is provided for more detailed planning in regard to identified priorities/strategies for designing and implementing guided pathways at scale. Once you've identified and collaborated with key people on your campus, **return the completed action plan to Renee Dimino (rdimino@monroecc.edu) by Thursday, May 20, 2021.** Add rows as necessary.*

Priority/Strategy	Goal(s)	Activities Tasks	Responsible Person(s)	Timeline		Resources	Potential Issues or Concerns
				Implement date	Formative evaluation date		
Identify the top priorities for next steps in the work	Based on these priorities, name specific desired student outcome	List the steps required to accomplish these priorities	Who will assume leadership responsibility?	Implement date	Formative evaluation date	What resources (time, people, facilities, and money) need to be allocated/reallocated?	What challenges do you anticipate?



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