**Regional Strong Workforce Project**

**Scope of Work**

**Project: Pilots for Integration of Employment Readiness with Guided Pathways**

**NOTES**

**Proposed Purpose:**

This RFA is to pilot the integration of college onboarding strategies, namely improved intake, orientation, and career exploration processes, with Guided Pathways efforts at the colleges. This work will support the implementation of the “onboarding” action plan and help ensure alignment with Guided Pathways as a means to leverage efforts, promote systemic reform, and support the sustainability of proposed changes. Specifically, the Employment Readiness Workgroup is implementing three best practices that align with the principles of Guided Pathways with regard to “Entering the Path”:

1. The development of an intake form that is comprehensive enough to facilitate effective referral of students to appropriate programs and services
2. An orientation process that welcomes students to the campus, effectively informs students — through interactive as well as electronic means — of all the programs and services available to them, and serves as the first step to integrating students into their pathways or learning communities
3. Career guidance and exploration processes that occur before students are required to select their courses of study, thereby ensuring better “fit”, promoting student agency in selecting majors and courses, and supporting ongoing motivation and eventual completion.

All colleges will have the opportunity to submit applications, addressing areas of need in one or more of the three areas, based on a preliminary assessment.

| **PROJECT COMPONENTS** | **FEEDBACK BASED ON QUESTIONS IN ITALICS** |
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| **Proposed funding level:** $60,000 per college   * *Is this enough to achieve the purpose?* * *Should we ask colleges to describe how they will leverage other funds (whether GP funding, institutional effectiveness funding, etc.)?* | * Describe how this can be done in stages. Hard to answer if 60k is enough. * I think if we can leverage other funds from GP and the fact that this is ongoing funds, it should be enough to keep us working together to develop a united message to all new and continuing students. |
| **Roll-out plan:** *Do agree with this proposed roll out plan?*   1. Initial informational meeting, which will serve as a “bidders conference”, with presentation and Q and A 2. Completion of a self-assessment and/or other data collection 3. Preparation of application 4. Implementation: Ongoing team-work and collaboration with other regional teams | * Staging model: Looking at intake process, assessing how to spend $. * Build and test things. * Not necessarily include a solution, come up with their own solution. * Peoplesoft at San Diego college, possibly. * Provide research and framework to support design piece. * Provide research, what level of granularity is needed. * Infographic, elevator speech. * FAQs * Identify that there is a need to change. See MyPath presentation for ideas. * I wonder if we can investigate what other schools outside of California have done as well to share at the bidder’s conference. |
| **Participants:** *Do you agree with the participant list proposed?*  For initial informational meeting   1. GP lead for “entering the path” activities 2. Lead decision-maker (Vice President?) overseeing all onboarding and counseling activities   For ongoing work   1. GP lead plus key team members for “entering the path” activities 2. Lead plus team, including staff and faculty responsible for intake, orientation, career assessment/guidance, and counseling, if not already represented in GP staff | * Accidental project managers: help to projectize an approach. Articulate how they will do what they propose. * Faculty representation. * Leverage is in the classroom once school starts. * Provide examples that get to a very specific level of granularity (e.g., language on a syllabus) – very specific examples. * Creating resources for faculty – what does it look like. * Counselors will be included as a required member of each college team. * An initial convening with a team, require a number of people to come at least, no onesies. |
| **Self-assessment tools and process:** *Do you agree with this self-assessment approach?*   1. Start with any assessments already completed on “entering the path” 2. Review and address questions provided in supplementary assessment to establish need | * Be able to describe each of the three areas and then how you will improve on it. * We also may want to get some feedback from the high schools to see if we can test drive any of the proposed onboarding. assessments with them. They will have to be written at the appropriate reading levels. |
| **Consultation (support for application preparation):** *What kinds of consultative support will applicants need?*   * *Group meeting or individual college consultations to complete assessment?* * *Individual college consultations to facilitate preparation of applications?* * *Further consultation needs?* | * Iterative process over multiple years. * Building in time to get it done. * Build in question about how will this be maintained once funding period is over? |
| **Ongoing communication and implementation** (to ensure a deepening connection between the GP work and ongoing and continuously improving efforts in “entering the path”): *What level of communication should be encouraged? Do you agree with the following?*     1. Monthly meetings/ongoing work of sub-teams at each college 2. Quarterly convenings with other colleges | * We need to have more input from the Guided Pathways side of the house. |
| **From pilot to implementation and continuous improvement:**   * *What process or evidence should be provided by the colleges to document how they will proceed beyond the pilot to full implementation (learning from the pilot; which practices to adopt, etc.)?* * *What process should colleges describe regarding continuous improvement?* |  |
| **Deliverables:** *What deliverables should be required?* *Do you agree with the following?*   1. Plans to address each proposed topic (based on application) 2. New processes piloted with a sample of staff and students 3. Results of pilots with data 4. Implementation improvement and roll-out plan with timeline | * Break up deliverables in stages. * Build in assessment – accountability outcomes . * Progress assessment. * Current description, this is what I’m moving towards, and this is how I will know that I got there. * Formative assessment and summative assessment. |
| **Timing:** *Does this timing work?*   1. Informational meeting: September 26, 2018? 2. Self-assessment: September to November, 2018 3. Proposals due: November 30, 2018 |  |