Use this guide to (1) reflect on your campus’ current processes and needs and (2) to capture relevant notes, thoughts, and ideas as they come up throughout the CoP.

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| **Notes, Reflection & Next Steps** |
| **Taking stock and planning ahead** |
| What are my key takeaways about comprehensive intake? |  |
| What are my key takeaways about differentiated orientation? |  |
| What are my key takeaways about career before education planning? |  |
| What are our priorities in the next six months? What challenges can we address? |  |
| **Technical assistance and tools to support change efforts** |
| What kind of technical assistance does my campus need? How will we address it? |  |
| What are opportunities to use Tool 1, *Communicating with Stakeholders*? |  |
| What are opportunities to use Tool 2, *Stakeholder Participation in the Change Process*? |  |
| **Using data to inform intake development and processes** |
| What strategies did you hear about data use that are most applicable to your campus’s intake process? |  |
| What will you do to adapt these strategies to your campus’s needs? |  |
| What are your immediate action steps, including how you will communicate what you learned today with others on your campus team? |  |
| **Technology tools for pathway navigation**  |
| What technology questions do you have related to tools for pathway navigation activites?  |  |
| What support do you need related to selecting and/or implementing a technology tool? |  |

| **Wrap-Up and Next Steps*****Summarize for reporting back to your PN college team*** |
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| What are your three key takeaways from today’s CoP meeting? |  |
| What will you do next? |  |
| To whom will you reach out? |  |