

The background features a stylized illustration of several hands in a light peach color, cupping a globe. The hands are positioned around the globe, with some fingers pointing towards it. The globe is partially visible, showing the outlines of continents. The overall aesthetic is clean and professional.

***Team Facilitator
Session: Institute
#2 Pre-work
overview and
Agenda preview***

THURSDAY MARCH 12, 2020

Today's Agenda

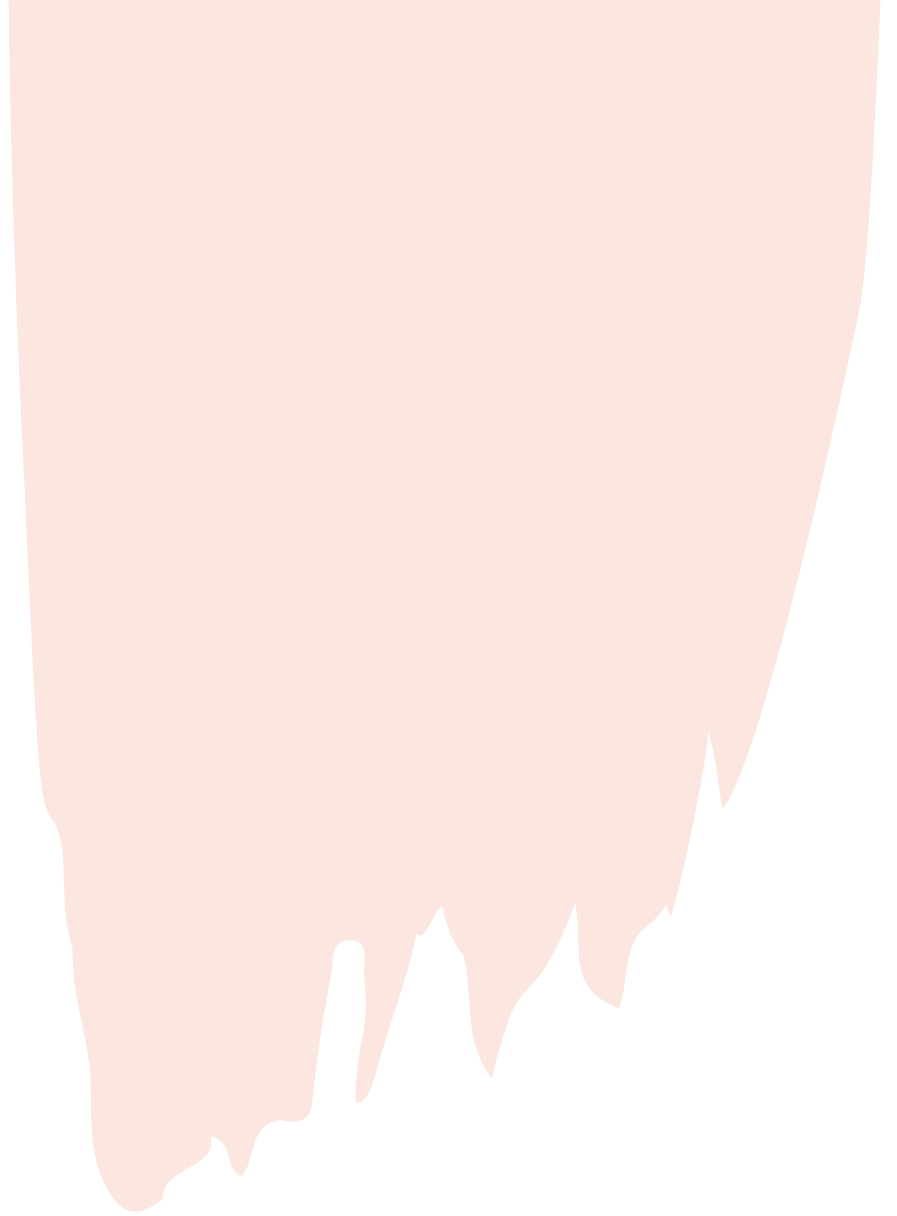
- SUNY travel and gathering updates
- Pre-work Overview with work plan suggestions
- Agenda Preview
- “The Flow”: Pre-work—Institute—Post-work
- Q&A

SUNY Updates regarding travel and gathering

- Nothing final about institute #2 right now
- Online sessions are a possibility
- We will update as we can
- Pre-work should continue!
- Coaches will be in touch regarding campus visits

Pre-Work Overview

WITH WORK PLAN SUGGESTIONS





Part a

Pre-work Reading -- The Transfer Playbook: Essential Practices for Two- and Four-Year Colleges

Part a

Work Plan Suggestion: decide which members of your institute team should read and take notes on the full Aspen Institute and CCRC authored Transfer Playbook and which members should read the playbook introduction on pages 1-3.

Part b

The Transfer Playbook: Tool for Assessing Progress toward Adoption of Essential Transfer Practices for Community Colleges

After reading the *Transfer Playbook*, convene your institute team and complete the [Tool for Assessing Progress toward Adoption of Essential Transfer Practices for Community Colleges](#) as a group.



Part b

Work Plan Suggestion: Plan a 2-hour meeting to complete this Tool.



Part c

Pre-work Reading – The Workforce Playbook: A Community College Guide to Delivering Excellent Career and Technical Education

Part c

Work Plan Suggestion: Decide which members of your institute team should read and take notes on this Aspen Institute authored Workforce Playbook. Others should read the [executive summary](#).

Part d

The Workforce Playbook: Tool for Assessing Progress Toward Adoption of Essential Workforce Practices for Community Colleges

After reading the Workforce Playbook, convene your institute team and complete the [Tool for Assessing Progress Toward Adoption of Essential Workforce Practices for Community Colleges](#) as a group.



Part d

Work Plan Suggestion: Plan a 2-hour meeting to complete this Tool.

Part e

Linking Credentials, Career, and Continuing Education

Use this template to examine the relationships between your institution's degree and certificate programs; related careers; and further education opportunities. Ideally, this should be completed with a group, rather than one or two individuals. Regardless of how you complete the template, your institute team should at least have reviewed the completed template prior to attending Institute #2.



Part e

Work Plan Suggestion: Plan a 1-hour session to complete this template.

Part f

Measuring Your College's Effectiveness Serving Transfer Students Data Template – Using National Student Clearinghouse Data

The tables and definitions in the template provided are a basic set of metrics the institution can compute using National Student Clearinghouse data to measure the outcomes of your students who seek to transfer to a four-year institution. Table 1 presents overall measures of your college's transfer outcomes in comparison to national averages and top colleges, and Table 2 shows how your transfer students fare at your college's top five transfer destinations.

Your institute team should review this completed chart prior to attending Institute #2.

Part f

Work Plan Suggestion: Please work with your IR department to complete the chart (sections: Table 1. *Tracking Transfer Measures* and Table 2. *Major Transfer Partner Measures*)

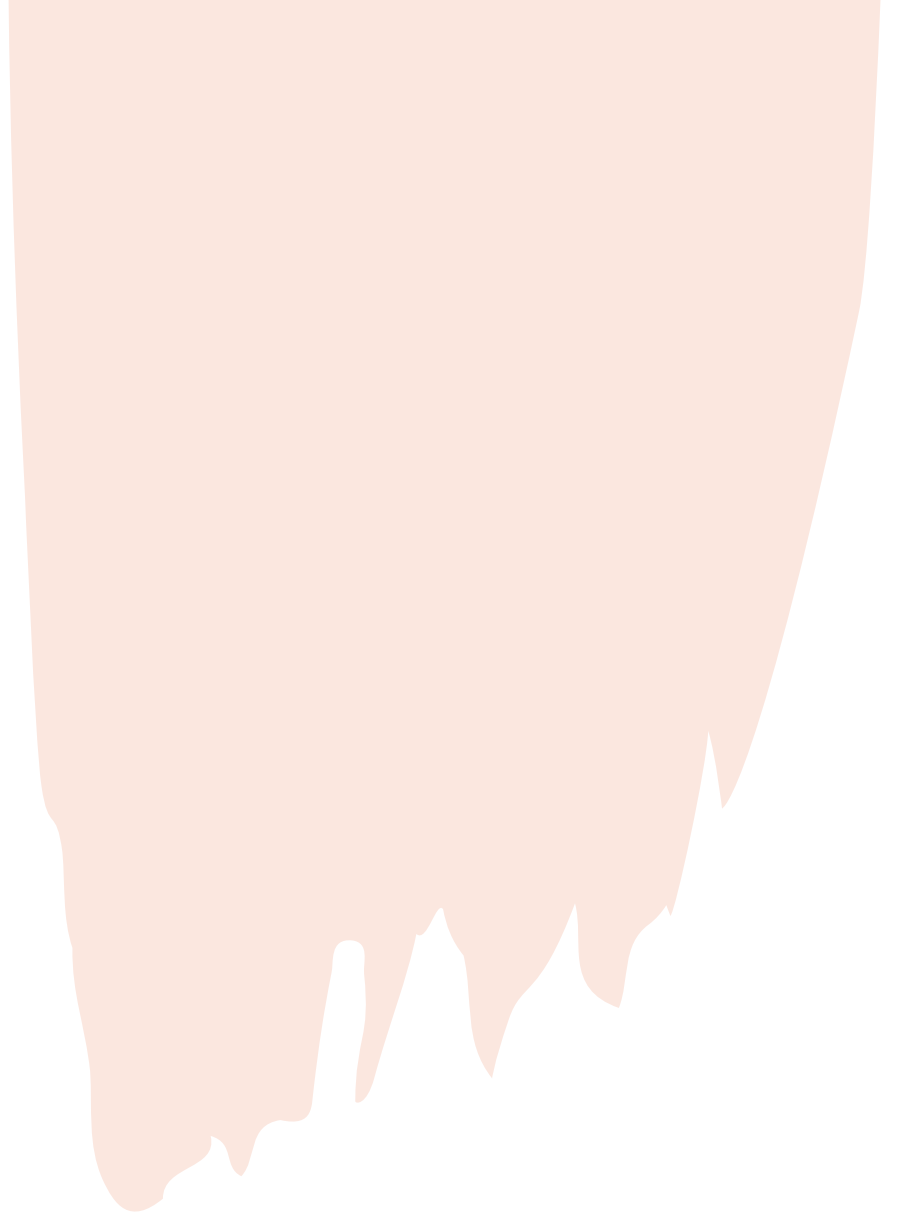
Short Term Action Plan

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 Dutchess Community College. It is included with your pre-work for your preview and planning.

Agenda Preview

INSTITUTE #2

DUTCHESS COMMUNITY COLLEGE



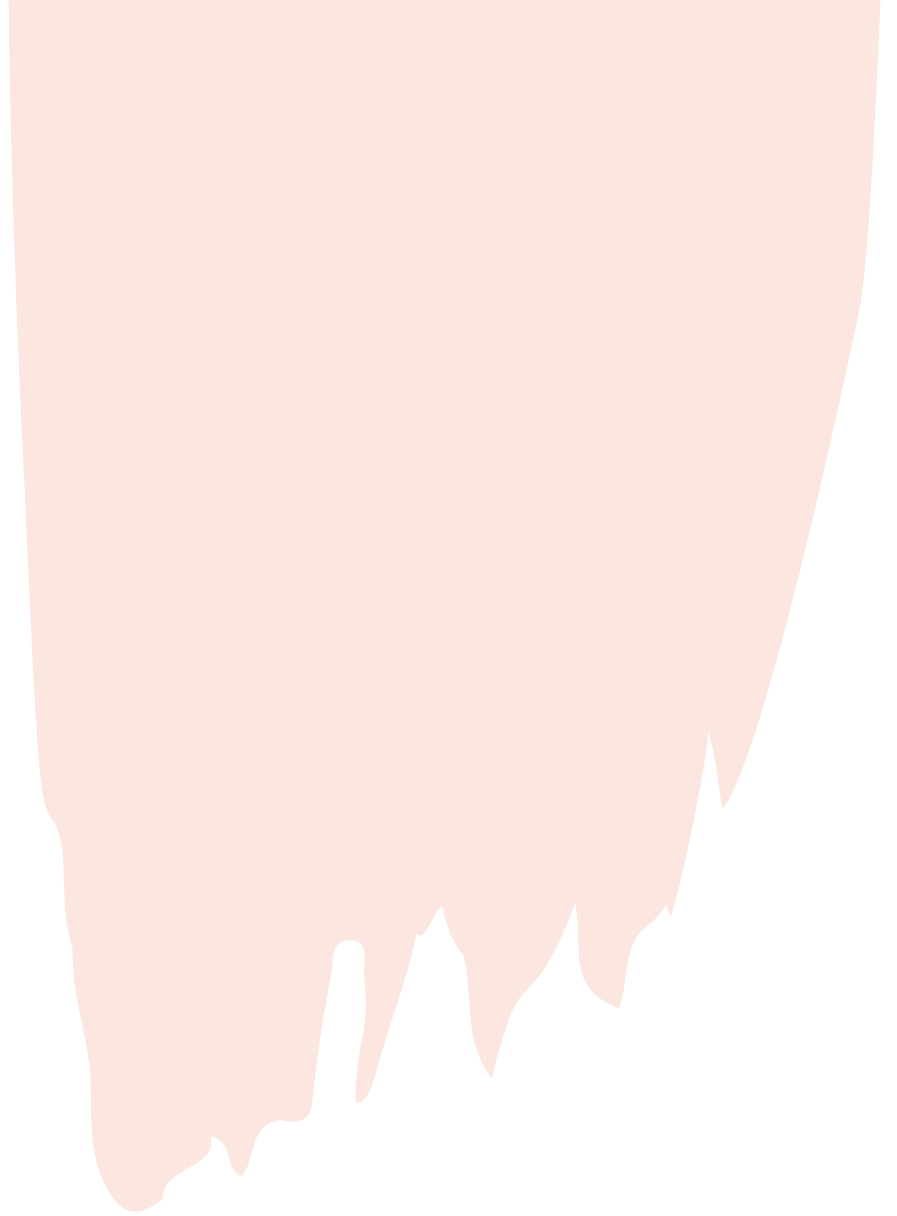
Institute #2 Agenda

<https://courses.lumenlearning.com/guidedpathwaysteamfacilitators/chapter/institute-2-agenda/>

[Alumni Session Reflective Practice Protocol](#)

“The Flow”

PRE-WORK—INSTITUTE—POSTWORK
AND PROGRESS



Pre-work

- Completion facilitated by team facilitator
- Completed by Institute Team
- Purpose: gather institutional information in order to hit the ground running during Team Strategy Sessions
- NOT EVALUATED!

Institute

- Keynotes give focus on aspects of the institute theme
- Concurrent sessions break the theme down into constituency-based or functional work-group based chunks
- Team Strategy Sessions are designed to give time and space to bring the institute theme to the institutional level
- Unfortunately, institutes are not long enough to include general guided pathways level-setting each time

Post-work

- Continue where the Institute Team left off in institutional planning
- Engage a larger audience in work associated with the institute theme
- Should always include actionable next steps

Dates to remember

- Institute #2 prework is due to Renee by April 14
- Register your teams ASAP! Same for hotel reservations please



Questions?