



**Short-Term Action Plan  
Pathways Institute #2  
MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

**Part I-A: ENROLLMENT ANALYSIS BY PROGRAM**

**ADVANCE WORK: TO BE COMPLETED BY COLLEGE BEFORE THE INSTITUTE**

*Instructions:* Complete the attached spreadsheet for analysis of college enrollment by program area. Following completion of the college analysis of enrollment by program, the Institute team – and ideally, broader groups of people at the college -- should consider as a group the following questions and provide responses in the second column. **Submit to Coral Noonan-Terry at CCSSE ([noonan@cccse.org](mailto:noonan@cccse.org)) by [DUE DATE].**

To be reviewed and augmented during College Team Strategy Session #1 at the Institute

Guiding Questions	College Responses to Guiding Questions
1. How accurately does the college analysis of enrollment by program reflect what programs students are currently in? How well do we keep track of changes in students' program choices?	
2. How closely do we monitor how far along students are toward completing their program requirements?	

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

Guiding Questions	College Responses to Guiding Questions
3. Do students have easy access to information on exactly what progress they've made and what they have to do to complete their program?	
4. Which department is responsible for monitoring the progress of students in each program? Are there students whose progress is not tracked by an academic department—for example gen ed students, dev ed students, dual enrollment students, pre-nursing students, non-credit students?	

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan  
Pathways Institute #2  
MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

**Part I-B: WEBSITE RESEARCH: CHOOSING A TRANSFER INSTITUTION**

**ADVANCE WORK: TO BE COMPLETED BY COLLEGE BEFORE THE INSTITUTE**

**Instructions:** **[INSERT INSTRUCTIONS] Submit to Coral Noonan-Terry at CCSSE (noonan@cccse.org) by [DUE DATE]**

To be reviewed and augmented during College Team Strategy Session #1 at the Institute

Guiding Questions	College Responses to Guiding Questions
1.	
2.	
3.	

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

**Part I-C: ???**

**ADVANCE WORK: TO BE COMPLETED BY COLLEGE BEFORE THE INSTITUTE**

**Instructions:** **[INSERT INSTRUCTIONS] Submit to Coral Noonan-Terry at CCSSE (noonan@cccse.org) by [DUE DATE]**

**To be reviewed and augmented during College Team Strategy Session #1 at the Institute**

Guiding Questions	College Responses to Guiding Questions
1.	
2.	
3.	

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan  
Pathways Institute #2  
MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

**Part II: PROGRAM MAPPING**

To be completed during College Team Strategy Session #2 at the institute

**Instructions:** Complete the attached program mapping template initially for two high-enrollment programs – one in an arts & sciences field and one in a career/technical field. Following completion of the templates, the Institute team—and ideally, other groups at the college – should consider as a group the following questions and provide responses in the second column. **Submit to Coral Noonan-Terry at CCSSE (noonan@cccse.org) by [DUE DATE].**

Guiding Questions for Colleges Creating Program Maps	College Responses to Guiding Questions
1.	
2.	
3.	

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

**Institution Name:**

---

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

Guiding Questions for Colleges That Have Created Program Maps	College Responses to Guiding Questions
1. How clearly are our college programs described on the college website?	
2. How clearly are transfer pathways described for each program on the college website?	
3. What improvements need to be made in the college website presentation of program maps/ pathways?	

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

**Part III: [TOPIC]**

**To be completed during College Team Strategy Session #3**

**Instructions:** Use the following questions to guide discussion. Facilitated discussion will highlight divergent and convergent perceptions, leading toward team consensus. [OR OTHER INSTRUCTIONS TBD BY INSTITUTE DESIGN TEAM]. **Submit to Coral Noonan-Terry at CCSSE (noonan@cccse.org) by [DUE DATE].**

Guiding Questions [EXAMPLES]	College Responses to Guiding Questions
Which issues/approaches/ strategies discussed in the day's sessions are potentially of greatest interest to the college?	
What existing knowledge and/or college work has been reinforced?	
Discuss insights the team has gained from these conversations; name 3–5 as a team.	

Supported by the Bill & Melinda Gates Foundation







**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

Guiding Questions [EXAMPLES]	College Responses to Guiding Questions
<p>What do you not know now that you need to know about these issues/approaches? How will you obtain that additional data/information? What are the implications for needed technical assistance and/or professional Development for the college?</p>	

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

**Part IV: Action Planning and Next Steps**

To be initiated during College Team Strategy Session #4 and augmented with other college personnel

**Instructions:** At this point, your team has reviewed and discussed [TBD BY INSTITUTE DESIGN TEAM]. Now comes an opportunity for the team to reflect on its learning, think through options for the college’s strategic approach to designing and implementing guided pathways at scale, and establish new or refined priorities for the work on campus. The college team should discuss next steps: whom to involve, how to communicate findings and broaden engagement on campus, and how, when, and by whom follow-up steps will be taken. Once you’ve engaged key college constituencies in discussion of data, issues and strategies, **return this completed action plan to Coral Noonan-Terry at CCSSE (noonan@cccse.org) by [DUE DATE].** Add rows as necessary.

PRIORITIES: NEXT STEPS	BY WHOM	BY WHEN

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

**Part IV: Action Planning and Next Steps (cont.) — Working the Plan**

To be completed and augmented with other college personnel

**Next Steps:** 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 this completed action plan to Coral Noonan-Terry at CCSSE (noonan@cccse.org) by [DUE DATE].** Add rows as necessary.

Priority/Strategy	Goal(s)	Activities Tasks	Responsible Person(s)	Timeline		Resources	Potential Issues or Concerns
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?
1.							

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

2.							
3.							
4.							
5.							

Supported by the Bill & Melinda Gates Foundation





**Short-Term Action Plan**  
**Pathways Institute #2**  
**MAPPING PATHWAYS THROUGH THE INSTITUTION**

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

6.							
----	--	--	--	--	--	--	--

Supported by the Bill & Melinda Gates Foundation

