

You are being asked to complete this form because you are a leader on an initiative or project related to Seattle Pathways.

This is a tool to ensure that efforts are connected, leveraged, and unduplicated, and may be shared with the College or District.

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| Initiative Name: <b>Starfish</b>                         |  | Completed By: <b>Kayoko Mathews</b>   |  | Date: July 9, 2019   |  |
| Pathways Work Group?<br><input type="checkbox"/> X Yes   |  | Brief Description:  |  |  |  |
| <b>Project Status (check below):</b>                     |  |   |  |  |  |
| <input checked="" type="checkbox"/>                      | <b>On Track: Project is on schedule</b>  | <input type="checkbox"/>  | <b>Off Track: Project won't meet deliverables if action not taken</b>  |  |  |
| <input type="checkbox"/>                                 | <b>On Hold: Project can't move forward until a decision has been made by another party</b> | <input type="checkbox"/>  | <b>At Risk: Project is behind schedule</b>   |  |  |
| <b>Milestones and accomplishments during past month:</b> |  | <ul style="list-style-type: none"> <li>Working with Barb Childs to incorporate Starfish instructions to online orientation</li> <li>Plans to include Starfish user instructions to future student technology web page</li> <li>Holding student focus groups for feedback on Starfish usage</li> <li>Holding meetings with Early Alert pilot faculty for feedback. Sessions led by Dean of Student Success, Kao Lezheo, Dean of Student Success, Kayoko Mathews, Director of Advising, and Eva Aho, IP Student Advisor.</li> <li>Onboarding Running Start, TRiO, secondary advisors such as workforce education advisors and counselors</li> </ul> |  |  |  |
| <b>Issues for Immediate Attention:</b>                   |  | <ul style="list-style-type: none"> <li>Communicating Starfish to students. <ul style="list-style-type: none"> <li>Main communication method to students is through @seattlecolleges.edu email address: what is the district/campus-wide messaging to students to use this as their main source of communication?</li> <li>Advertising Starfish to students (in addition to adding Starfish to student orientations)</li> </ul> </li> <li>EDI for Early Alert and how do we train users to infuse equity in their usage of Starfish?</li> </ul>  |  |  |  |
| <b>What is happening or needs to happen?</b>             |  | <b>Professional Development:</b> <ul style="list-style-type: none"> <li>Need: Develop plan for how professional development (including user training) to staff and faculty is planned, implemented and</li> </ul>   | <b>Communication:</b> <ul style="list-style-type: none"> <li>Need: Student orientation leaders and onboarding staff need to add Starfish to agenda: student log in, locate your advisor, basic navigation</li> </ul> | <b>Employee Engagement:</b> <ul style="list-style-type: none"> <li>Early Alert pilot is ending and next steps are not yet determined. Bringing faculty on to team would</li> </ul> |  |

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|   | <p>disseminated. Should it be the Faculty Development team and communications teams updated by leads and/or Starfish Functional Team members?</p> <ul style="list-style-type: none"> <li>• Megan Court held a 30-minute Starfish PD information session on 12/4 at Central.</li> </ul>  | <p>(use the menu icon), and how to schedule.</p> <ul style="list-style-type: none"> <li>• Need: Student facing Starfish materials.</li> <li>• Need: Beginning of quarter tabling and/or course intros.</li> </ul> | <p>benefit faculty perceptions of the system and their essential role in the Early Alert process.</p> |
| <p><b>Other Notes? Next Steps? Timelines?</b></p> | <p>Timeline:</p> <ul style="list-style-type: none"> <li>• 1/6 Tutoring services (BE Learning, SAM Learning, Writing Center, TRiO, BTS, Culinary, and Apparel Design) enabled in Starfish.</li> <li>• Beginning – Mid Winter 20, Library available in Starfish</li> <li>• Beginning – Mid Winter 20, Admissions and Registration service available in Success Network to Admitted-not-enrolled students</li> <li>• Winter 20, bring faculty onto the team</li> <li>• End Winter 20, Starfish staff feedback survey</li> <li>• Beginning Spring 20: student tabling <ul style="list-style-type: none"> <li>○ Collaborate with Student Leadership</li> </ul> </li> </ul> |   |   |