

Update for CTC Link Steering Committee
December 17, 2018

Follow Up with Meta Major Coding/Guided Pathways discussion with Tacoma:

**1. Meeting held December 3 with Tacoma CC President and Staff (including Katie Guilliford, GP Lead).
The following is an email exchange between Darby and Katie this past week:**

Friday, December 14:

Hi Katie,

Thank you for your patience as we took some time at the state board to come up with a plan for providing assistance to you on working through an enhancement request for subplans. Those of us in the education division met Wednesday and discussed how we engage in the new enhancement request process from the perspective of research and data support, ERP support, and program/policy for guided pathways. I believe we established a clear way ahead and hope you find it helpful.

As Tom Mankovich recommended below, we would like to do some work on our end to help develop a proof of concept for the use of subplans to help with your enhancement request. Tom has agreed to take the lead on that work and serve as your primary point of contact for working together to develop that information. The goal here is to fully develop the idea, test it, and have your college's confirmation that this is something you want to pursue in order to make the best case possible to the working group. Once the proof of concept has been completed, Scott Copeland will manage the ticket process and send out the enhancement request form to both you and your project manager to get it started down the governance process.

I hope this helps and if you have any further questions please feel free to let us know. Either way I'm sure Tom will be in touch soon to get started on the process.

Thanks,
Darby

Today, December 17:

Hi Darby,

Thank you for getting back to me. This will work for us, and I will let the rest of our team know.

Thanks,
Katie

2. Tom will be reaching out to Spokane and Clark to share the results of the proof of concept.

Follow up with Requirements Gathering:

- Workshop #1: Requirements Gathering
 - Facilitators: Daniel Cordas and Ligia Cicos in collaboration with Jo Munroe
 - Location – TBD
 - Date – March, 2019 TBD
 - Audience – Statewide representation from all 34 ctc's (ideally)
 - Purpose – Gather common requirements related to implementation of Guided Pathways framework
- Fit/ Gap Review
 - Lead Contact: Rebecca Poe
 - Location – TBD
 - Estimated Timeline: March – May, 2019
 - Purpose: Analysis of alignment of requirements and software delivered within 9.2 release
- Workshop #2: ctcLink Demonstration & Requirements Analysis
 - Facilitators: Daniel Cordas and Ligia Cicos
 - ctcLink Lead Contact: Rebecca Poe
 - Location - TBD
 - Estimated timeline - June, 2019
 - Audience – Ideally the same attendees as Workshop #1
 - Purpose: Create agreement on which requirements are met by technology provided by the ctcLink project.