

## **Guided Pathways Publication Guidelines**

The Academic Senate for California Community Colleges (ASCCC) produces resources, including activities, tools, and publications, to assist local academic senates and faculty in designing and implementing a guided pathways framework. All resources are created to enable faculty to revise, customize and use materials so that they are relevant to their own college and student populations.

### **Purpose of Resources**

Guided pathways resources are created to:

- improve and strengthen communication locally and at the state level;
- assist in problem-solving and decision-making through participatory governance and collegial consultation;
- assist faculty in establishing effective practices and policies;
- support implementation through surveys and research;
- disseminate information that supports and enables colleges to implement Guided Pathways
- encourage collaboration and critical thinking as colleges investigate process and policy changes
- incorporate faculty expertise, experience and knowledge in the Guided Pathways strategies and implementation

Resources include but are not limited to:

- Tools
- Activities
- Handouts
- Short papers
- Definitions/ Guided Pathways Glossary of Terms
- Case Studies
- Presentation Slides
- Rostrum Articles
- Position Papers<sup>1</sup>
- Templates
- Reviews of cost/benefits regarding potential resources (such as software)
- Scenarios
- College profiles
- Webinars

### **Development of Resources**

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<sup>1</sup> Position papers reflect the official view or position of the Academic Senate and go through a structured process including adoption by the body at a Plenary session. For more information, consult the ASCCC Publication Guidelines.

Resources may originate formally by direction from the body through the resolution process, by request from the Executive Committee, a college, or a faculty member, by needs observed during a college site visit, through discussion in meetings or at events, or by the Guided Pathways Leads or Task Force.

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### Editorial Guidelines for the *Rostrum*

- The *Rostrum* is a quarterly publication of the Academic Senate, which provides content to inform faculty about statewide and local issues as well as academic and professional matters. The articles published in the *Rostrum* do not necessarily represent the adopted positions of the Academic Senate. The Executive Committee submits the majority of contributions for each edition and these articles primarily reflect statewide activities and issues. *The Rostrum* reflects the ideas and opinions of a diverse statewide faculty with submission from the field and as such any faculty may submit an article for publication
- Articles are on topics that concern the academic and professional life of California community college faculty.
- Articles are short and clearly written, usually of no more than 1500 words.
- All articles must be of general interest to community college faculty.
- The *Rostrum* content editor (faculty Executive Committee member) or the copy editor (Executive Director), in consultation with the President, may edit or rewrite articles for accuracy, tone, consistency, or length. Significant changes will be cleared with the author before publication.
- Letters to the ASCCC and unsolicited articles by faculty members are welcomed.
- Manuscripts will be evaluated for appropriateness and interest.
- There will be four (4) *Rostrums* produced and distributed each year.
- Each issue of the *Rostrum* will be published to the ASCCC website.

### Design Elements

All guided pathways resources will adhere to the following design elements:

Element	Detail	Notes
Branding	The ASCCC logo will be placed in a header at the top left of the first page. On subsequent pages, the logo or ASCCC acronym will be included in the footer.	 <p><b>Academic Senate</b> for California Community Colleges</p> <p>LEADERSHIP. EMPOWERMENT. VOICE.</p>
Document Title	The document title will appear in bold, centered at the top of the first page underneath the ASCCC logo.	
Document version	The document footer will contain the ASCCC acronym, document	Ex: ASCCC Guidelines for developing Meta-majors, Version 2, 11/19/2018

	title, and version number and date by month/year.	
Publication in PDF	Documents will be published in PDF format when they are finalized.	
Publication in modifiable software such as Word, Excel, or PowerPoint	Documents will be published in modifiable software when they are undergoing revision or are designed to be adapted to local college culture and should contain all design elements as appropriate.	
Font Font Size Margins Ppt Style	Font: Times New Roman, Helvetica Font size: 12 pt. Margins: standard Ppt. style: standard	