

# CAREER PATHWAY DEVELOPMENT

## Guide

### 1. Select the Pathway

*Critical Concept:*

*Pathways are about seamless linkage between educational levels and employment. A pathway and all of its components should connect to one of the 16 Career Clusters.*

*\*Critical Questions\**

What is the most entry-level job that connects to the potential pathway? What are all of the jobs along the pathway? Is demand to fill job openings expected to be strong?

A. Industry can initiate

1. More seamless connection between educational levels to better serve workers
2. New education opportunities to address emerging occupations

B. MATC can initiate

1. Skillsets can be broken out of existing degrees
2. coursework/program subsets can be combined to make new educational modules

### 2. Perform a Skillset/Industry Support Analysis

*Critical Concept:*

*Career Pathways need to center on jobs – not education. Always begin the process of building a pathway with the job in mind.*

*\*Critical Question\**

What skills are needed to perform the most entry-level job? Is there interest from employers in supporting employee advancement as a way to strengthen their companies?

A. Research Study

B. Quasi-Dacum

1. Industry Input
2. Advisory Committee Input

### 3. Determine Viability

*Critical Concept:*

*Pathways should not be 'forced.' If there truly isn't enough employment opportunity or if the creation of the pathway is resource-prohibitive, the pathway may not be viable.*

*\*Critical Question\**

Is the proposed pathway viable?

A. How many jobs are/will be available?

B. What will the program cost?

C. Will students enroll?

D. Does MATC have the needed facilities?

E. Does MATC have the needed faculty?

F. What, if any is the political climate for the pathway?

#### 4. Review Existing MATC Offerings

*Critical Concept:*

*Look specifically for educational modules that address needed skill sets. In some cases, courses may need to be altered to better address necessary skill sets.*

*\*Critical Question\**

Does MATC currently offer coursework in which the needed skills are addressed?

A. Current Curriculum that addresses needed skill sets?

B. New alignment of courses? Additional strands in the Program? Pathway?

^A suggested methodology for facilitating faculty review of curriculum and development of the credentials is found in the appendix.

#### 5. Build a Prototype

*Critical Concept:*

*Do not take collaboration for granted. Each of the listed areas is critical to the success of a pathway. Curriculum can verify that courses in a lower education tier link' to the next higher tier. Financial aid needs this linkage to ensure program aid-ability. Institutional Research needs the linked but separate coding to track student success. Pre-College MUST be involved from the beginning to ensure smooth transitions are designed for students.*

*\*Critical Question\**

Have all constituent groups been included in the Pathway Creation?

A. Meet with Advisory Committee

1. Existing program committee if pathway is linked to existing program
2. Create program if it does not exist?
3. Does this prototype meet your needs? Does it do what you need?

B. Meet with Curriculum Department

1. Determine appropriate process/timeline for creation of desired educational program(s)

C. Meet with Pre-College

1. Build linkages between precollege curriculum, college general education curriculum, and career training. This could include:
  - a. linked courses
  - b. team teaching
  - c. sequenced developmental education – through to - general education

D. Meet with Articulation & Transfer

1. Examine how curriculum changes may affect high school/4-yr connections and make adjustments as needed

E. Meet with Financial Aid

1. Verify that educational levels properly link to allow for aid-ability

F. Meet with Institutional Research

1. Code educational levels properly to allow accurate data recording

G. Meet with Advising

1. Advisors are the front-line for students. They must fully understand each pathway before it is implemented.

6. **Re-review Viability**

*Critical Concept:*

*This second viability test is critical. Seemingly small but actually critical details can be overlooked. This final test ensures that the pathway is sound.*

*\*Critical Question\**

Is the pathway viable?

- A. Does the pathway effectively address all of the prototype constituency groups?
- B. What gaps exist? /How will we address the gaps?

7. **Develop Program/revise program plan sheet?**

*Critical Concept:*

*The development of several pathways took 1 full year. The development of others took only several months. In some cases, the process is straight forward and in others, full curriculum re-vamps are needed. To remain focused, always keep the industry job as the main focus. The educational modules will adjust to meet the needed job skill sets.*