



## ACE it Coach Meeting Checklist - Semester 1

<b>Student Name:</b>		<b>Student ID:</b>	
<b>ACE It Entry Semester:</b>		<b>Major:</b>	
<b>Student's Phone:</b>		<b>Student's Email:</b>	
<b>TSI Information:</b>		<b>Holds?</b>	

### Pre-Meeting Contact

- Hard copy letter                       Email and/or text                       Phone call

### 1<sup>st</sup> Meeting (1.1): Getting to Know One Another

**Date:**

- Welcome and get to know the student.
  - Discuss academic and career goals.
  - Verify student's contact information is correct (update in FAS if needed).
- Introduce and go over the ACE it syllabus - both sign and keep the signed copy for ACE it files.
- Student fills out Student Planning Guide (orange form) & coach reviews answers with student.
- Connect and Support opportunities.
  - Discuss current class progress/concerns/feedback/transitional courses, if any.
  - Introduce campus resources using BC resource sheet in student folder.
- Campus Connections: *Belonging* – bring attention to the “Did you know?” handout in the student's folder. Mention the research showing students who are involved in campus activities are more likely to achieve their academic and personal goals than those who are not. Introduce and demonstrate BC Engage as a way to see how students can get involved in campus activities.
- Remind student to check BC e-mail regularly.
- Encourage use of BC Connect -Notifications/Videos/Career Coach/Assessments/Course Planning.
- Schedule next meeting (1.2).

### After 1<sup>st</sup> Meeting (1.1)

- In A360, complete First Semester, First Visit checklist.
  - Be sure to click on “Ready for next steps,” then “Done”.
- In A360, fill out separate advisor notes summarizing Meeting 1.1, including deadlines or referrals.
- Add Meeting 1.2 to A360 calendar and accept meeting in Outlook.

### 2<sup>nd</sup> Meeting (1.2): Start Student's Educational Plan

**Date:**

- Connect and Support opportunities.
  - Discuss class progress/concerns/feedback.
  - Any changes in other responsibilities (work, family, etc.)?
  - What campus resources have you used? How did that go?
  - Tell me about any campus events or activities you've been able to join.
- Review any action items from the previous meeting.
- Growth Mindset: *Neuroplasticity* <https://www.youtube.com/watch?v=ELpFYCZa87g> (2:03) - (if the student didn't watch the short video sent via BC Connect, then play the video during the meeting and discuss it).
- Discuss Career Coach results.



- Did you take the career assessment sent via BC Connect?
- Show the student the features and navigation for career exploration in BC Connect.
  - [A resource is the Career Coach video in ACE it online training]
- What did you learn about yourself and possible careers for you?
- Begin Educational Plan: Course Sequence for at least 2 semesters. Tools: BC Connect, Educational Plan (green sheet), Degree plan from BC Catalog.
- Prepare for next steps, as needed:
  - Workforce - Explore career opportunities: internships, co-ops and volunteering in your major/career area.
  - Transfer - Explore transfer preparation: application, financial aid, housing, transcripts.
- Schedule next meeting (1.3).

### After 2<sup>nd</sup> Meeting

- In A360, complete First Semester, Second Visit checklist.
  - Be sure to click on “Ready for next steps” then “Done”.
- In A360, fill out separate advisor notes summarizing Meeting 1.2, including deadlines or referrals.
- Add Meeting 1.3 to A360 calendar and accept meeting in Outlook.

### 3<sup>rd</sup> Meeting (1.3): Develop Student’s Educational Plan      Date:

- Connect and Support opportunities.
  - Discuss class progress/concerns/feedback.
  - Any changes in other responsibilities (work, family, etc.)?
  - What campus resources have you used? How did that go?
  - Tell me about any campus events or activities you’ve been able to join.
- Review any action items from the previous meeting.
- Growth Mindset: *Student Success* -Discuss the frequency with which most people are concerned about being an imposition when needing help; assure the student that they are not an imposition when they need assistance – ACE it Coaches and Faculty are about student success.
- Prepare to register for next semester (s).
  - Course availability in FAS.
  - Course syllabi and instructor information.
  - Develop contingency plans as needed for course schedule.
- Schedule next meeting (2.1) if possible.
- Develop Student’s Educational Plan through at least 4 semesters. Tools: BC Connect, Educational Plan (green sheet), Degree plan from BC Catalog.
- Score and discuss Educational Plan using laminated scoring rubric.
- Encourage student to complete short surveys sent through BC Connect.

### After 3<sup>rd</sup> Meeting

- In A360, complete First Semester, Third Visit checklist.
  - Be sure to click on “Ready for next steps” then “Done”.
- In A360, fill out separate advisor notes summarizing Meeting 1.3, including deadlines or referrals.
- Email Matt re: Hold removal. Include student name and ID number.
- In A360, complete the rubric to score the student’s Educational Plan.
- Add Meeting 2.1 to A360 Calendar and accept meeting in Outlook.