



ACE It Coach Meeting Checklist - Semester 3

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

Pre-Meeting Contact

- Hard copy letter Email and/or text Phone call

1st Meeting (3.1): Empowering the Maturing Student Date:

- Welcome
- Connect and update on life, work and college.
 - How did last semester go?
 - Discuss class progress/concerns/feedback.
 - Discuss 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.
- Growth Mindset: *Multiple Intelligences*.
 - If student did not complete assessment via BC Connect, allow student to complete during the meeting: <https://www.edutopia.org/multiple-intelligences-assessment>.
 - If student did not watch video via BC Connect, watch together during the meeting: <https://www.youtube.com/watch?v=cf6lqfNTmaM>
 - Discussion questions: What are your intelligences? How can you draw on your strengths to boost your success in college?
- Review and discuss Education Plan, including any changes.
- Prepare for next steps:
 - 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 (3.2).

After 1st Meeting (3.1)

- In A360, complete Third Semester, First Visit checklist.
 - Be sure to click on "Ready for next steps" then "Done".
- In A360, fill out separate advisor notes summarizing Meeting 3.1.
- Add Meeting 3.2 to A360 calendar.
- Accept Meeting 3.2 in Outlook.

2nd Meeting (3.2): Maintaining the Course Date:

- Welcome.
- Connect and update on life, work and college.



- Discuss class progress/concerns/feedback.
 - Discuss any new 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.
- Growth Mindset: *Critical Thinking* - Have a discussion with the student about things with which they once struggled, but eventually mastered. How did they improve? What could they learn from those experiences, and how can they apply those lessons to their current challenges?
- Review and discuss Education Plan, including any changes.
 - Prepare for next steps:
 - Workforce - Explore career opportunities: internships, co-ops and volunteering in your major/career area.
 - Transfer - Explore transfer preparation: application, financial aid, housing, transcripts.
 - Prepare to register for the next semester(s).
 - Course Availability in FAS.
 - Develop contingency plans as needed for course schedule.
 - Schedule next meeting (4.1).
 - Encourage student to complete short surveys sent through BC Connect.

After 2nd Meeting (3.2)

- In A360, complete Third Semester, Second Visit checklist.
 - Be sure to click on "Ready for next steps" then "Done".
- In A360, fill out separate advisor notes summarizing Meeting 3.2.
- Add Meeting 4.1 to A360 calendar.
- Accept Meeting 4.1 in Outlook.