



ACE It Coach Meeting Checklist - Semester 4

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 (4.1): Empowering the Maturing Student Date:

- Welcome.
- Connect and update on life, work and college.
 - How did last semester go?
 - Discuss current 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: *Lifelong Learning*.
 - What have you learned about yourself and your ability to pursue your academic goals? What would you like to know more about? Why? How might you gain this knowledge, act on the information and share it with others?
- Discuss future steps (graduation, transfer requirements and Career Center services).
- Review and discuss Education Plan and any changes made.
- Schedule next meeting (4.2).

After 1st Meeting (4.1)

- In A360, complete Fourth Semester, First Visit checklist.
 - Be sure to click on "Ready for next steps" then "Done".
- In A360, fill out separate advisor notes summarizing Meeting 4.1.
- Add Meeting 4.2 to A360 calendar.
- Accept Meeting 4.2 in Outlook.

2nd Meeting (4.2): Transition to Autonomy 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: *Maintaining the course* – During ACE-it meetings, student and coach have discussed the following growth mindset topics: neuroplasticity, student success (not being an imposition), types of motivation, SMART goals, multiple intelligences and critical thinking. Out of these topics, which one will stick with you the most as you move forward in your education, career and/or life?
- 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.
 - Graduation – remind student to apply for graduation, when ready.
- Prepare to register for the next semester(s).
 - Course Availability in FAS.
 - Develop contingency plans as needed for course schedule.
- Congratulate student on completion of ACE it!
- Encourage student to complete short surveys sent through BC Connect.

 After 2nd Meeting (4.2)

- In A360, complete Fourth Semester, Second Visit checklist.
 - Be sure to click on “Ready for next steps” then “Done”.
- In A360, fill out separate advisor notes summarizing Meeting 4.2.