



ACE it Coach Meeting Checklist - Semester 1

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

Pre-Meeting Contact

- Hard copy letter
 Email and/or text
 Phone call

1st Meeting (1.1): Getting to Know One Another

Date:

- Welcome and get to know the student.
- Update contact information.**
 - Discuss academic and career goals.
 - Verify student's contact information is correct. If incorrect, advise student to update at registration.
- 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 that shows 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.
- 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?
- Schedule next meeting (1.2).**

After 1st Meeting (1.1)

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

2nd 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> (9 minutes) - (if the student didn't watch the short video sent via BC Connect, then play the video during the meeting and discuss it).



- 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 2nd Meeting

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

3rd 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.
- 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 with the student using laminated scoring rubric.**
- Encourage student to complete short surveys sent through BC Connect.
- Update contact information.**
- Schedule next meeting (2.1).**

After 3rd Meeting

- In FME, complete **First Semester, Third Visit** checklist.
 - Be sure to click on **“Ready for next steps”** then **“Done”**.
- In FME, 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 **FME**, complete the rubric to **score the student’s Educational Plan.**
- Add Meeting 2.1 to FME Calendar and accept meeting in Outlook.