



## ACE It Coach Meeting Checklist - Semester 2

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

### Pre-Meeting Contact

- Hard copy letter
  Email and/or text
  Phone call

#### 1<sup>st</sup> Meeting (2.1): Empowering the Maturing Student

Date:

- Welcome.
- Update contact information.**
- 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: *Motivation*
  - Resource: <http://www.lifhack.org/articles/productivity/6-types-of-motivation-explained.html>
  - What motivates you to do well in your courses? (Incentive, achievement, fear, growth, power, social)? How can you build, reinforce and maintain motivation, especially when it comes to your Educational Plan?
- Discuss student rights and responsibilities.
  - Resource: Student Services Website: <http://brazosport.edu/students/for-students/student-services/>
- 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 (2.2).**

#### After 1<sup>st</sup> Meeting (2.1)

- In FME complete **Second Semester, First Visit checklist.**
  - Be sure to click on **"Ready for next steps"** then **"Done"**.
- In FME, fill out separate advisor notes summarizing Meeting 2.1.
- Add Meeting 2.2 to FME calendar and accept meeting in Outlook.

#### 2<sup>nd</sup> Meeting (2.2): Maintaining the Course

Date:



- Welcome.
- Update contact information.**
- 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: *SMART Goals* <https://youtube/sdX-ofYdSIE>. If the student didn't watch the video sent via BC Connect, play the video during the meeting, discuss it with them and ask about one personal and one educational goal using this SMART approach.
- 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 (3.1).**
- Encourage student to complete short surveys sent through BC Connect.**

#### After 2<sup>nd</sup> Meeting (2.2)

- In FME, complete **Second Semester, Second Visit checklist**.
  - Be sure to click on "**Ready for next steps**", then "**Done**".
- In FME, fill out separate advisor notes summarizing Meeting 2.2.
- Email Matt re: Hold Removal, including Student's Name and ID
- Add Meeting 3.1 to FME calendar and accept meeting in Outlook.