CREATING AND SUSTAINING A SUCCESSFUL MENTOR PROGRAM

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AGENDA SEPTEMBER 13TH, 2019

- Program Design & Objectives
- Recruitment
- Training & Engaging Events
- Student Matching
- Helpful &Effective Procedures
- Program Resources
- Sustaining with Growth
- Questions & Comments

THE ACADEMIC PLANNING COACH PROGRAM

- Quality Enhancement Plan Initiative
- Target Audience: Full-Time, First-Time in College Students
- Program Format:
  - Students meet with their assigned advisor and faculty coach throughout the academic year for academic planning
  - Students receive additional support through Faculty Coach Liaisons, Peer Academic Leaders (PALs), and Early Registration Eligibility

PROGRAM OBJECTIVES

- To provide a more holistic advising experience for students by creating a partnership between faculty coaches and academic advisors
- To engage faculty in students' academic planning experiences
- To help students articulate their goals, identify their challenges, and take tangible steps toward completing their goals and programs

Recruitment Strategies

- Faculty & Advisors
  - Dean/Associate Dean Support
  - College Distribution Lists
  - Fall Faculty Events

- Students
  - New Student Orientations & Events
  - Resource Fairs
  - Email Invitations

FACULTY & ADVISOR TRAININGS

- Fall and Spring Trainings
- Professional Development Opportunities

STUDENT EVENTS

- Fall Kick-Off Events
- PAL Workshops

END OF YEAR RECOGNITION

- Recognize Faculty, Advisors, PALs, and Students
- Faculty and Advisor Scholarship Opportunities

TRAINING & ENGAGING EVENTS

Student Matching

- Create Sign-Up Forms with Matching in Mind
  - Gather information on availability, degree/program, etc.
  - Align faculty and student sign-up forms
- Verify Students' Registration Status

MANUAL PROCESS

- Provide Student Lists to Faculty and Advisors via Database or Email

FACULTY-LED SELECTION

- Create Cloud-Based Spreadsheet for Faculty to Select Their Students

- Provide Communication Support
  - Peer Academic Leaders
  - Designate a Program Email
- Confirm Early Registration
- Track Participation
- Maintain Faculty and Student Wait-lists
- Utilize Shared Drive
  - Google Drive
  - One Drive
  - College Network Drive
- Use Mail Merge for Letters of Service
- Have College Swag - Freebies!

Helpful & Effective Procedures

- Create a Program Course Using the College's Learning Management System (Ex: Canvas)
  - Faculty & Student Course
  - Timeline/Check List
  - Calendar of Events
  - Academic Planning Resources
  - Degree Audit Instructions
  - Directory of Helpful Links to Navigate College Website
- Monthly Check-Ins & Reminders
- Participation Gifts

Program Resources

PROGRAM & PARTICIPATION GROWTH

- Student Sign-Ups
  - First Year - 210 Students
  - Fifth Year - 335 Students
- Faculty Coach Sign-Ups:
  - First Year - 69 Coches
  - 5th Year - 134 Coaches

COLLECT FEEDBACK

- Administer End-of-Year Feedback Survey
- Collect Feedback at Events
- Update Procedures Accordingly
- Communicate Changes

EVALUATE PROGRAM PROCEDURES

- Be Flexible and Open to Change
- Simplify Processes
- Utilize Resources at Your College

"The coach program has provided me with the perfect Collin College experience. It encourages me to focus on my studies while putting time aside to get involved on campus to hopefully make a positive difference on campus. The coach program is directly involved with my amazing experience on campus, and I truly do not believe that I would have had such an amazing two semesters without it."

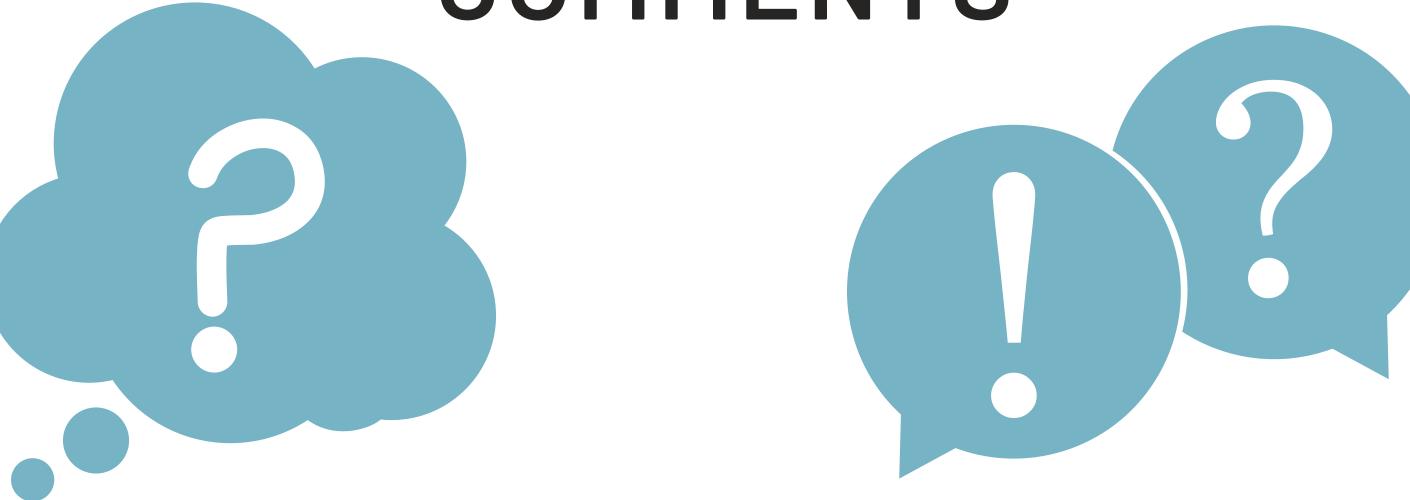**- CASSIDY T. (COACHING STUDENT & PEER ACADEMIC LEADER)**

"I learned to be academically versatile and flexible, and this trait helped me during the course of my first year. I thought I had taken steps back, but my coach and advisor helped me map out another route, which even included my previous coursework!"

- JOANNAH O. (COACHING STUDENT)

"This semester I am doing great and I'm expecting to improve my GPA even more! All this was thanks to the APC program mostly because if it wasn't for my coach, I would have lost track at some point."

- BRYAN T. (COACHING STUDENT)

QUESTIONS & COMMENTS

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