

FOOTHILL COLLEGE
Student Success Collaborative
Wednesday, September 02, 2015
MEETING MINUTES - DRAFT

LOCATION: Room 1901 – President’s Conference Room
TIME: 3:00 PM – 4:00 PM

ITEM	TOPICS
1.	New Early Alert Coordinator - Introduction
1.	Review Meeting Minutes (08.20)
2.	Professional Development & Mentoring Coordinator Job Duties
3.	Mentoring Program(s) – Continued Discussion

ATTACHMENTS:

1. Professional Development & Mentoring Coordinator Job Duties

PRESENT:

Carolyn Holcroft, Karen Smith, Paul Starer, Hilda Fernandez, Victor Tam, Justin Schultz, Andrew LaManque, Elaine Kuo, Lauren Balducci, Kimberlee Messina, Adrienne Hypolite

1. INTRODUCTION OF NEW EARLY ALERT COORDINATOR

Lauren Balducci introduced Adrienne Hypolite, Foothill College’s new Early Alert Coordinator.

2. REVIEW MEETING MINUTES FROM 08.20.15

No revisions or additions were noted for meeting minutes from August 20, 2015.

All agenda items and minutes can be found at: <http://www.foothill.edu/president/studentsuccess.php>

3. PROFESSIONAL DEVELOPMENT & MENTORING COORDINATOR – JOB DUTIES

Carolyn Holcroft, Hilda Fernandez, and Andrew LaManque presented a draft of the job duties for the proposed Professional Development and Mentoring Program Coordinator position.

Upon review of the document, the following suggestions for revisions were noted:

- a. 2nd Line ... students and faculty to provide support for ~~classroom~~ practices that ...
- b. This position should be a Classified Administrator, due to supervisory capacity and job duties.
- c. Under *Faculty, Staff, ... (50%)*, (b) ... develops **and implements** an orientation program ...
- d. Under *Faculty, Staff, ... (50%)*, (c) ... incorporating an equity perspective in the ~~curriculum~~ **teaching and services that faculty provide**.
- e. Under Mentoring Coordination (40%), the bulleting should be **a., b., c.**, not a., a., b.
- f. Under Administrative Support (10%), add in some of the logistical pieces that Judy Baker has been taking care of.

Summary: Carolyn Holcroft, Andrew LaManque, and Hilda Fernandez agreed to work on revising the draft of job duties for the Professional Development & Mentoring Program Coordinator position, to be able to present to the Student Equity Workgroup (for final approval).

4. MENTORING PROGRAM – CONTINUED DISCUSSION

The following was documented during a continued discussion regarding existing mentoring programs and opportunities/needs for development and future implementation:

Mentoring – Factors to Consider

- (A) Clarifying Students' Goals & Needs (*key concern with recruitment and assigning of mentors*)
- (B) Establishing Boundaries
- (C) Recruitment of Mentors (*diversity [in every aspect] must be taken into account*)
- (D) Frequency / Level of Engagement
- (E) Number of Mentees Per Mentor
- (F) Compensation for Mentors (*for varying levels of involvement/engagement*)
- (G) Target Population (*who do we start with? in/outside the classroom? how do we find all the targeted students?*)
- (H) Relationship between Orientation and Mentorship
- (I) Campus Ambassadors (*connect with the orientation piece*)
- (J) Availability of Resource (*particularly financial resources for training, etc.*)
- (K) Student Voice Aspect (*should students write their own mentorship contract?*)

A key concern was determining the target population and then finding all the students. It was agreed that any mentoring program initiative would start with athletes, English Summer Bridge, Math Summer Bridge, First Year Experience (FYE), and embedded tutoring. Once such initiatives are in place, the software available (e.g. Starfish) can be used to further identify students/students groups that may benefit from mentorship.

Summary: If approved, the Professional Development & Mentoring Program Coordinator will be instrumental in moving this initiative/discussion from the development stages to the implementation stage.

5. NEXT MEETING

The Student Success Collaborative meeting on Wednesday, September 09 has been canceled.