

**FOOTHILL COLLEGE**  
**Student Success Collaborative**  
**Thursday, July 23, 2015**  
**MEETING MINUTES - DRAFT**

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

ITEM	TOPICS	EXPECTED OUTCOME
1	Early Alert Program – Continued	
2	Mentoring Program	ACTION
3	Agenda for Next Meeting	ACTION

**ATTACHMENTS:**

None

**PRESENT:**

Kimberlee Messina, Craig Gawlick, Paul Starer, Karen Smith, Elaine Kuo, Andrew LaManque, Justin Schultz, Victor Tam, Carolyn Holcroft

**ABSENT:**

Lauren Balducci, Lan Truong, Hilda Fernandez, Roberto Sias, Teresa Zwack, Sarah Munoz, Erin Ortiz

**1. EARLY ALERT PROGRAM – CONTINUED**

Andrew LaManque began the meeting by proposing the key questions the group members were asked to consider in preparation for the meeting.

- (a) Who would be critical members of an Early Alert Program?
- (b) What other components / additional resources are needed?
- (c) What other programs have an existing Early Alert Program?

The Program Coordinator II (Early Alert) job description was reviewed and discussed. Members of the group noted that the description states the Program Coordinator II reports to a Senior Program Coordinator. The assumption was that the Proordin~~2~~MENTORING

Kimberlee began the discussion by proposing the following question, “*What mentoring programs currently exist on campus?*” Victor Tam asked if Pass the Torch counted as mentoring – it was clarified that the program would not be counted as such. Victor noted the S-STEM Grant in PSME, which was used for a mentoring program for students at a financial disadvantage who applied/qualified – they were then

paired with a faculty mentor and required to meet 3x per term for academic coaching and career suggestions (not advising) outside of their scheduled STEM coursework. Approximately 20 students were involved in the grant-funded program. The key aspects of the program were noted as the following:

- (a) faculty-to-student mentoring
- (b) faculty-to-student ratio of 1:1 or 1:2
- (c) faculty compensation: \$200/year [3 meetings per term each term]
- (d) faculty mentors complete a brief orientation session prior to involvement

Andrew asked if any feedback had been received – Victor noted that he was unsure if any student testimony data had been collected. Elaine Kuo added that Institutional Research has not been involved thus far.

Paul Starer noted that he is currently working on a proposal for a mentoring training program to allow mentors to train other mentors.

It was agreed upon that the following list of programs/services should be consulted to determine what individual mentoring programs might exist (or serve as a model for campus-wide implementation):

- (a) Campus Ambassador
- (b) Associated Students of Foothill College (ASFC)
- (c) EOPS (*outside of counseling/tutoring*)
- (d) Veterans Center (*paired with internship process?*)
- (e) CTE [Clinical Internships] – *cohort model + greater individual attention?*
- (f) Dental Hygiene (*senior students serving as peer mentors*)
- (g) Paramedic/EMS (*does approach similar to DH exist?*)
- (h) Athletics

Andrew

Kimberlee suggested adding the discussion of inclusion in orientation and outreach to the agenda for the next meeting, as the representatives from Student Services would be able to provide more information and clarification.

Andrew asked the group to consider how a systematic approach to mentoring and mentor-mentee selection could be structured.

Paul added that the challenge is that the students we want to reach have the most tenuous connection to the College – th