

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/studentssuccess.php>

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*)