

AQIP Student Mentoring Committee

Meeting Notes

Project Charge: *The Student Mentoring project will explore, study, and recommend the design of a mentoring program scaled to serve all MCC students and involving the entire campus community.*

Goal Statement: *To increase credit attainment, retention and completion rates by providing guidance to our students to enhance their college experience and achieve their educational goals.*

...To Guide, Lead and Encourage

May 11, 2017

Location:

ML3012

Time:

3:00 pm – 4:30 pm

Co-Chair(s): Ronda Brinch, Jimmie Baber

Note Taker: Amanda Burleson

Liaisons: Aaron Gulyas, Michelle Glenn

In Attendance: Jimmie Baber, Ronda Brinch, Joi Callahan, Michelle Glenn, Aaron Gulyas, Lauren Ruffin, Theron Williams, Amy Witham, Amanda Burleson

Absent: Janette Cartagena, Nancy Metcalfe, Andretta Newton, Jennie Welliver

Agenda:

1. Update on Starfish Software, usefulness in mentoring program
2. Review and update running list of consensus items
3. Determine items for further discussion
4. Next Meeting: **May 25, 2017 3:30 – 5:00 pm, ML 3012**

Notes:

1. Update on Starfish software – Aaron
 - a. Tool that can be used for assigning mentors, tracking students
 - b. Slated to roll out next winter with limited implementation in summer.
 - c. Starfish would alert counselor and mentor if student is struggling, then who tends to the matter (Jimmie)
 - d. Starfish would allow staff/faculty to communicate with other members involved with the student.
2. Consensus reached:
 - a. Mentee assignment
 - i. Mentees will be assigned to mentor groups by division/department
 - ii. Faculty mentors will be assigned by their division
 - iii. Staff will be assigned as needed, allowing for diversity in mentors
 - b. Mentor Contacts (Frequency/amount)
 - i. Mentor will initially reach out to mentee at least once, beyond the group meeting
 - ii. Subsequent contacts will be decided by mentor/mentee.
 - iii. Similar to how advisors are assigned on Backpack, mentees can communicate with Mentors (click link to send an e-mail – Joi)
 - c. Targeted recruitment of mentors – ensuring diverse group of mentors (include in Coordinator Job Description?)

d. Revise running list to include consensus items - Ronda

3. Items to discuss:

- a. ** How are mentors assigned to mentees within the contact team?
- b. ** What mentor will not do (Mentors will not advise)
- c. *How to define to the mentees what level of participation is required/expected, set guidelines in the beginning, mentors are not trying to dig into their business, they are trying to assist in the college experience. (Theron)
- d. Ask students – What do they need to be successful in college, level of support, etc (Joi)
- e. New faculty highly encouraged to participate as mentors (include in new faculty/1st and 2nd year orientation) – Jimmie
- f. College commitments shifting to encourage mentoring piece

Agenda for next meeting:

1. How are mentors assigned to mentees within the contact team?
2. What mentors will not do
3. How to define commitment to the mentee