Path Finding

Lessons Learned During the Development and Implementation of the Pathfinder Mentoring Program at Ivy Tech’s Sellersburg Campus

Facilitators: Ramzi Sabree & Dr. DeShawn Burrell
Introduction

Ramzi Sabree, MSSW
Assistant Director of Mentoring & Coaching
Ivy Tech – Sellersburg

Dr. DeShawn Burrell
Director of The Student Resource Center
Ivy Tech – Sellersburg
Overview & Goals

Mentoring: Tactic 1.5

- Introduction
- Overview
- Big Picture
- Program Administration
- Collaboration
- Student Resource Center
- Questions?
The Big Picture
In 2017, as the current strategic plan was being formalized, Ivy Tech’s Sellersburg decided to move forward with hiring an Assistant Director of Mentoring and Coaching. Development and implementation of our mentoring program began in 2018.

The overarching goal of our program is to use mentor relationships to help mentees recognize when, and how, to access resources on and off campus. By increasing engagement with these resources research shows that student retention can be improved.
Job Description

Assistant Director of Mentoring and Coaching

- Organize Mentoring Committee
- Program Supervision
- Evaluation
- Develop Mentoring Resources
- Recruit and Train Mentors
- Recruit and Orient Mentees
- Develop Community Partnerships
- Develop Mentoring Resources
- Participate on Campus Committees
- Research Best Practices
- Program Creation
- Annual Report Preparation
- Development

Coordinator of Mentoring

- Organize Mentoring Committee
- Program Supervision
- Evaluation
- Develop Mentoring Resources
- Recruit and Train Mentors
- Recruit and Orient Mentees
- Development

*See handout Pg. 1 for Full Assistant Director of Mentoring and Coaching Job Description
- Classical Mentoring Relationship: 1 to 1 Match
- Ideal Population: Students who are first generation, adult learners, single parents, experiencing poverty, and members of vulnerable or underperforming populations.
- Four types of college mentoring
- Best if implemented together
- Balance between the following:
  - **Time**: How much time are you willing to invest?
  - **Financial**: How much money are you willing to invest?
  - **Impact**: How will your students benefit from this program?
- Beginning Fall 2019, 21st Century Scholars will be required to engage in some form of mentoring.
Building Buy-in

<table>
<thead>
<tr>
<th>Mentoring Committee Development</th>
<th>Faculty &amp; Staff Information Sessions</th>
<th>Student Information Sessions</th>
<th>Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Includes faculty, staff, and possibly students</td>
<td>❖ Informs faculty and staff about the program</td>
<td>❖ Informs students about the program</td>
<td>❖ Allows for face to face connections with students, faculty, and staff</td>
</tr>
<tr>
<td>❖ Helps manage the work load &amp; special projects</td>
<td>❖ Builds buy-in by demonstrating how faculty and staff can benefit from the program.</td>
<td>❖ Informs students about how having a mentor can help them during their academic process</td>
<td>❖ Builds buy-in for all mentoring programs</td>
</tr>
<tr>
<td>❖ Helps navigate bureaucracy</td>
<td>❖ Helps recruit mentors using faculty and staff recommendations</td>
<td>❖ Helps recruit mentees</td>
<td>❖ Helps recruit participants for all mentoring programs</td>
</tr>
</tbody>
</table>
Recruiting Mentees

2018-19 Mentee Requirements & Incentives

- **Requirements**
  - New to Campus & Under 12 Credit Hours
  - One Year Commitment
  - Attend Campus Events
  - Contact Mentor Weekly
  - Monthly Program Admin Check-in

- **Incentives**
  - Increase Knowledge About Campus Resources
  - Help Navigating College Life

*Draft of the Mentee Checklist is Page 2 of the Handouts

2019-20 Mentee Requirements & Incentives

- **Requirements**
  - New to Campus & Under 12 Credit Hours
  - One Year Commitment
  - Attend Campus Events
  - Contact Mentor Bi-weekly
  - Monthly Program Admin Check-in

- **Incentives**
  - Increase Knowledge About Campus Resources
  - Help Navigating College Life
Recruiting Peer Mentors

2018-19 Peer Mentor Requirements & Incentives

- **Requirements**
  - Diverse Backgrounds
  - 24 Credit Hours
  - Minimum 2.7 GPA
  - One Year Commitment
  - Up to 5 Hours a Week
  - Time Commitment
  - Up to 5 Mentees
  - Weekly Mentee Contact

- **Incentives**
  - Service
  - Resume Building
  - Leadership Development
  - **$500 Per Semester Stipend**

2019-20 Peer Mentor Requirements & Incentives

- **Requirements**
  - Diverse Backgrounds
  - Assist with Outreach
  - 24 Credit Hours
  - Minimum 2.7 GPA
  - One Year Commitment
  - Up to 5 Hours a Week
  - Time Commitment
  - Up to 3 Mentees
  - Bi-weekly Mentee Contact

- **Incentives**
  - Service
  - Resume Building
  - Leadership Development
  - **Limited $250 Per Semester Stipend**
Mentee needs help navigating a problem

Peer Mentor records interaction and makes recommendations

Depending on the Peer Mentor's ability, the Program Director may address the mentee's problem
Training and Orientation

**Fall Cohort**
- April: Train Mentors
- May – June: Recruit Mentees & Complete Checklists
- Early August: Mentee Orientation
- October: IUPUI Symposium
- Early December: Wrap-up Rally

**Spring Cohort**
- August - October: Train Spring Mentors
- August - December: Recruit Mentees & Complete Checklists
- Late December: Spring Mentee Orientation
Mentor Monday VS Mentor Meet-ups

2018-19 Mentor Monday

- Group Mentoring Once a Month
- Food Provided
- Two Presenters
- 1.5 Hour Program
- Discussing Finance, College Etiquette, Crisis Management, Four-Year Transfer, Student Life, Disability Services, & Career Development

*Students where not staying for the full program

2019-20 Mentor Meet-ups

- Group Mentoring Twice a Month
- Food Provided
- Multiple Mentors
- 1.5 Hour Program with 15 Minute Rotations
- Discussing Finance, College Etiquette, Crisis Management, Four-Year Transfer, Student Life, Disability Services, & Career Development
# Budgeting

## Mentoring Startup Budget

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring Schwag &amp; Preparation</td>
<td>$5,500</td>
<td>$1,000</td>
<td></td>
<td></td>
<td>$6,500</td>
</tr>
<tr>
<td>Mentor Stipends</td>
<td></td>
<td>$3,000</td>
<td>$3,000</td>
<td></td>
<td>$6,000</td>
</tr>
<tr>
<td>Mentoring Events, &amp; Trainings</td>
<td>$2,000</td>
<td>$3,400</td>
<td>$200</td>
<td></td>
<td>$5,600</td>
</tr>
<tr>
<td>IUPUI Symposium Trip</td>
<td>$100</td>
<td></td>
<td>$500</td>
<td></td>
<td>$600</td>
</tr>
<tr>
<td>Totals</td>
<td>$7,500</td>
<td>$7,500</td>
<td>$3,000</td>
<td>$700</td>
<td>$18,700</td>
</tr>
</tbody>
</table>

## Be Creative & Be Flexible

- $7,500 Annual Budget
- 2017-18 Budget was Carried Over
  - Marketing
  - Preparation
- Funds from Multiple Sources
  - Ivy Life
  - Financial Aid
- Allow for Wiggle Room
- Your budget should decrease and stabilize over time if the program does not grow.
- 2019-20 Mentoring Budget: $7,500
<table>
<thead>
<tr>
<th>Mentoring Personnel</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
</tr>
<tr>
<td></td>
<td>- Prepare for IUPUI Symposium</td>
<td>- IUPUI Symposium</td>
<td>- IUPUI Symposium</td>
<td>- IUPUI Symposium</td>
<td>- Recruit Spring Mentees</td>
<td>- Recruit Spring Mentees</td>
</tr>
<tr>
<td></td>
<td>- Advisory Committee Meeting</td>
<td>- Recruit Spring Mentors</td>
<td>- Spring Cohort Completes</td>
<td>- Spring Cohort Completes</td>
<td>- Spring Cohort Completes</td>
<td>- Spring Cohort Completes</td>
</tr>
<tr>
<td></td>
<td>- Recruit Spring Mentors</td>
<td>- Spring Mentor Meet Up</td>
<td>- Check List</td>
<td>- Check List</td>
<td>- Check List</td>
<td>- Check List</td>
</tr>
<tr>
<td></td>
<td>- Recruit Spring Mentees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Spring Mentor Meet Up</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Peer Mentors**    | - Biweekly Check-ins           | - Biweekly Check-ins              | - Biweekly Check-ins              | - Biweekly Check-ins              | - Biweekly Check-ins              | - Biweekly Check-ins              |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                         | - Outreach                        | - Outreach                        |
|                     | - Create Resource Referrals     | - Create Resource Referrals        | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       |
|                     | - Maintain Online Tracking      | - Maintain Online Tracking         | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        |
|                     | Complete Check List             | Complete Check List                | Complete Check List               | Complete Check List               | Complete Check List               | Complete Check List               |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                        | - Outreach                        | - Outreach                        |
|                     | - Help with outreach            | - Help with outreach               | - Help with outreach              | - Help with outreach              | - Help with outreach              | - Help with outreach              |
|                     | - Create Resource Referrals     | - Create Resource Referrals        | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       |
|                     | - Maintain Online Tracking      | - Maintain Online Tracking         | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        |
|                     | Complete Check List             | Complete Check List                | Complete Check List               | Complete Check List               | Complete Check List               | Complete Check List               |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                        | - Outreach                        | - Outreach                        |
|                     | Complete Check List             | Complete Check List                | Complete Check List               | Complete Check List               | Complete Check List               | Complete Check List               |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                        | - Outreach                        | - Outreach                        |
|                     | - Help with outreach            | - Help with outreach               | - Help with outreach              | - Help with outreach              | - Help with outreach              | - Help with outreach              |
|                     | - Create Resource Referrals     | - Create Resource Referrals        | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       |
|                     | - Maintain Online Tracking      | - Maintain Online Tracking         | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        |
|                     | - Help with outreach            | - Help with outreach               | - Help with outreach              | - Help with outreach              | - Help with outreach              | - Help with outreach              |
|                     | - Create Resource Referrals     | - Create Resource Referrals        | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       |
|                     | - Maintain Online Tracking      | - Maintain Online Tracking         | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        |
|                     | - Biweekly Check-ins            | - Biweekly Check-ins               | - Biweekly Check-ins              | - Biweekly Check-ins              | - Biweekly Check-ins              | - Biweekly Check-ins              |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                        | - Outreach                        | - Outreach                        |
|                     | - Create Resource Referrals     | - Create Resource Referrals        | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       | - Create Resource Referrals       |
|                     | - Maintain Online Tracking      | - Maintain Online Tracking         | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        | - Maintain Online Tracking        |
|                     | Complete Check List             | Complete Check List                | Complete Check List               | Complete Check List               | Complete Check List               | Complete Check List               |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                        | - Outreach                        | - Outreach                        |
|                     | Complete Check List             | Complete Check List                | Complete Check List               | Complete Check List               | Complete Check List               | Complete Check List               |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                        | - Outreach                        | - Outreach                        |
|                     | Complete Check List             | Complete Check List                | Complete Check List               | Complete Check List               | Complete Check List               | Complete Check List               |
|                     | - Outreach                      | - Outreach                         | - Outreach                        | - Outreach                        | - Outreach                        | - Outreach                        |
|                     | Complete Check List             | Complete Check List                | Complete Check List               | Complete Check List               | Complete Check List               | Complete Check List               |
# Spring 2020 Schedule

<table>
<thead>
<tr>
<th>Mentoring Initiative</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
</table>
| **Program Admin**    | Monthly Check-ins  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Fall Cohort Mentor Monday  
- Prepare for Mentor Monday  
- Monthly Check-ins  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Mentor Monday  
- Prepare for Next Mentor Monday  
- Monthly Check-ins  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Prep: Mentor Meet Ups  
- Recruit Fall Mentors | Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Mentor Monday  
- Prepare for Next Mentor Monday  
- Monthly Check-ins  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Prep: Mentor Meet Ups  
- Recruit Fall Mentors | Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- End Program Celebration  
- Monthly Check-ins  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Prep: Mentor Meet Ups  
- Recruit Fall Mentors | Monthly Check-in  
- Review Mentor Reports  
- Finalize Reports  
- Budget Due  
- Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Spring Cohort Mentor Meet Up  
- Prep: Mentor Meet Ups  
- Recruit Fall Mentors | Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Dedication Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  | Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Dedication Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  | Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Dedication Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  | Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Dedication Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  | Monthly Check-in  
- Monitor Mentor Reports  
- Handle any Major Issues  
- Dedication Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  
- Prep: Mentor Meet Ups  |

| **Peer Mentors** | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Attend Training & Complete Program  
- Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Attend Training  | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Attend Training  
- Complete Training | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Help Potential Mentees Complete Check List  | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Help Potential Mentees Complete Check List  | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Help Potential Mentees Complete Check List  | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Help Potential Mentees Complete Check List  | Biweekly Check-ins  
- Outreach  
- Create Resource Referrals  
- Maintain Online Tracking  
- Help Potential Mentees Complete Check List |

| *Fall Cohort* | *Spring Cohort* | *3rd Cohort* |
# Fall 2020 Schedule

## Mentoring Personnel

<table>
<thead>
<tr>
<th>Program Admin</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Monthly Check-ins</td>
<td>- Monthly Check-ins</td>
<td>- Monthly Check-ins</td>
<td>- Monthly Check-ins</td>
<td>- Monthly Check-ins</td>
<td>- Final Check-in</td>
<td></td>
</tr>
<tr>
<td>- Handle Major Issues</td>
<td>- Handle Major Issues</td>
<td>- Handle Major Issues</td>
<td>- Handle Major Issues</td>
<td>- Handle Major Issues</td>
<td>- Finalize Reports</td>
<td>- Bi-weekly Check-ins</td>
</tr>
<tr>
<td>- Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- Fall Mentor Meet Up</td>
<td>- End Program</td>
<td>- Help with outreach</td>
</tr>
<tr>
<td>- Prepare for IUPUI Symposium</td>
<td>- Prepare for IUPUI Symposium</td>
<td>- IUPUI Symposium</td>
<td>- IUPUI Symposium</td>
<td>- Spring Mentee Orientation</td>
<td>- Check List</td>
<td>- Maintain Online Tracking</td>
</tr>
<tr>
<td>- Advisory Committee Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Third Cohort Fall Responsibilities</td>
</tr>
<tr>
<td>- Recruit Spring Mentors</td>
<td>- Recruit Spring Mentors</td>
<td>- Recruit Spring Mentors</td>
<td>- Recruit Spring Mentors</td>
<td>- Recruit Spring Mentees</td>
<td>- Spring Cohort Completes</td>
<td>- Recruit New Mentors</td>
</tr>
<tr>
<td>- Spring Mentor Meet Up</td>
<td>- Spring Mentor Meet Up</td>
<td>- Spring Mentor Meet Up</td>
<td>- Spring Mentor Meet Up</td>
<td>- Spring Cohort Meet Up</td>
<td>- Check List</td>
<td></td>
</tr>
<tr>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Prepare for Orientation</td>
<td>- Third Cohort Fall Responsibilities</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Peer Mentors</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Biweekly Check-ins</td>
<td>- Biweekly Check-ins</td>
<td>- Biweekly Check-ins</td>
<td>- Biweekly Check-ins</td>
<td>- Biweekly Check-ins</td>
<td>- Biweekly Check-ins</td>
<td></td>
</tr>
<tr>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td></td>
</tr>
<tr>
<td>- Create Resource Referrals</td>
<td>- Create Resource Referrals</td>
<td>- Create Resource Referrals</td>
<td>- Create Resource Referrals</td>
<td>- Create Resource Referrals</td>
<td>- Create Resource Referrals</td>
<td></td>
</tr>
<tr>
<td>- Maintain Online Tracking</td>
<td>- Maintain Online Tracking</td>
<td>- Maintain Online Tracking</td>
<td>- Maintain Online Tracking</td>
<td>- Maintain Online Tracking</td>
<td>- Maintain Online Tracking</td>
<td></td>
</tr>
<tr>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td>- Outreach</td>
<td></td>
</tr>
<tr>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td>- Third Cohort Fall Responsibilities</td>
<td></td>
</tr>
</tbody>
</table>

## Fall Cohort

- Monthly Check-ins
- Monitor Mentor Reports
- Handle Major Issues
- Mentor Meet Up
- Prep: Mentor Meet Ups
- Prepare for IUPUI Symposium
- Advisory Committee Meeting
- Recruit Spring Mentors
- Spring Mentor Meet Up
- Third Cohort Fall Responsibilities

## Spring Cohort

- Monthly Check-ins
- Monitor Mentor Reports
- Handle Major Issues
- Fall Mentor Meet Up
- Prep: Mentor Meet Ups
- IUPUI Symposium
- Recruit Spring Mentees
- Spring Cohort Completes Check List
- Spring Mentor Meet Up
- Prepare for Orientation
- Third Cohort Fall Responsibilities

## 3rd Cohort

- Monthly Check-ins
- Monitor Mentor Reports
- Handle Major Issues
- Fall Mentor Meet Up
- Prep: Mentor Meet Ups
- Prep: Wrap Up Rally
- Recruit Spring Mentees
- Spring Cohort Completes Check List
- Spring Mentor Meet Up
- Prepare for Orientation
- Third Cohort Fall Responsibilities

- Final Check-in
- Review Mentor Reports
- Finalize Reports
- End Program
- Spring Cohort Completes Check List
- Spring Mentee Orientation
- Third Cohort Fall Responsibilities

- Biweekly Check-ins
- Outreach
- Create Resource Referrals
- Maintain Online Tracking
- Help Potential Mentees Complete Check List
- Participate in Orientation
- Outreach
- Third Cohort Fall Responsibilities

- Biweekly Check-ins
- Outreach
- Create Resource Referrals
- Maintain Online Tracking
- Help Potential Mentees Complete Check List
- Help with outreach
- Create Resource Referrals
- Maintain Online Tracking
- Third Cohort Fall Responsibilities

- Biweekly Check-ins
- Outreach
- Create Resource Referrals
- Maintain Online Tracking
- Help Potential Mentees Complete Check List
- Participate in Orientation
- Outreach
- Third Cohort Fall Responsibilities

- Biweekly Check-ins
- Outreach
- Create Resource Referrals
- Maintain Online Tracking
- Help with outreach
- Create Resource Referrals
- Maintain Online Tracking
- Third Cohort Fall Responsibilities
What does engagement look like on your campus, and how do you measure it?

- Grade Point Average
- Class Attendance
- My Ivy Visits
- Number of Faculty Notes in My Ivy
- Enrollment & Completion Figures
- Student Organization Involvement
- Number of Visits to an Advisor
- Number of Visits to Office Hours
- Number of Phone Calls
- Number of Email Correspondence
- Attending Campus Events
- ID Scans and Sign In Sheets

These are Measurements not Outcomes!

Measuring Mentoring

- Step One: Start with Assessment (Page 3 Handout)
- Step Two: Help Mentee Formulate a Game Plan to Address Concerns
- Step Three: Help Mentee Follow Through (Return to Step 1 if this is not satisfied)
- Step Four: Celebrate Victories
- Step Five: Measure and Monitor Outcomes
Collaboration
Student Resource Center

- We can help you with.....
  - Health Care Benefits
  - Housing Stability
  - Food Security
  - Mental Health Counseling Referrals
  - Family/Student Emergencies
  - Assistance with troubleshooting challenges obtaining school supplies, books, household and personal items.
  - Legal Aide guidance

- General Hours of Operation
  - Monday-Thursday 8:30A-5pm
  - Friday 7:30A-4pm
  - Appointment requests are made via email (r13outreach@ivytech.edu)

- Signature Events:
  - Annual Student Resource Fair
  - Thanks4Giving
  - Ivy Angel Tree
  - VITA Free Tax Preparation
Case Study: John

Let's Consider John's Circumstances

- What does transportation look like for John?
- What does food security look for John?
- What does mental health look for John?
- Does John have a nest egg? Does he have a plan for an emergency?

- First Generation
- Non-traditional
- Single Parent
- Four Children with Health Issues
- Has a Felony
- Under Employed
- Values Education
What does transportation assistance look like for students at the Sellersburg Campus?
• Gas Cards
• TARC (Transit Authority for River City)

Funding-
• Circle of Ivy
• “Bridge Cards” -- To help bridge the gap for assistance between paychecks.
• Regional resources through charitable organizations may also be available to support these funds--look into these opportunities in your area.
Food Security

- What does food security look like for Sellersburg campus?
- Ivy Exchange and Boutique
- Thanks4Giving
- Fresh Stop Markets
Mental Health

- Wellstone Regional Hospital--(Sellersburg)
  - Providing On-campus Programming -- Mobile Assessment
  - Support Groups on Campus

- Heart 2 Heart Wellness Center- Independently owned Wellness center that focuses on; elevating self-care, therapy, yoga, and massage. This agency is contracted to provide student access for no less than 10 hours weekly.
Emergency Funds

- Campuses Statewide have Access to these Funds
- Funds are Provided through the Purchase of Ivy Tech License Plates
- Circle of Ivy dollars can also be allocated to emergency funds
- Campuses have also identified individual, community, and corporate donors to provide funds in this area (foundation offices help support these efforts).

- Criteria/Eligibility
Recap

- Mentoring can help assess problems and guide engagement on your campus.
- The Pathfinders Program is not a Prescription
- Increase Collaboration to Increase Engagement
- Increased Engagement to Increase Retention
OUR COMMUNITIES. YOUR COLLEGE.

PATHWAYS FOR STUDENT SUCCESS AND A STRONGER INDIANA.
The Pathfinder Mentoring Program matches students who are new to Ivy Tech’s Sellersburg campus with students in their second year. The goal is to equip new students with the knowledge and skills needed to be successful at Ivy Tech. Additionally, we offer Mentor Monday events that cover how to avoid hurdles that we know can impede your progress.

For more information contact Ramzi Sabree: RSabree@IvyTech.edu

**Mentor Requirements:**
- Earn at least 24 credit hours by the August
- Minimum 2.7 GPA
- 5 hour weekly time commitment
- Enrolled during the full academic year
- Willing to work with diverse 1st year students

**Mentee Profile:**
- First-generation student or 21st Century Scholar
- Adult learner 25+ years old
- From a historically underrepresented populations
- Willing to attend Mentor Monday events
- Willing to complete monthly exercises

**Mentor Monday Schedule Spring 2019**

**February 4**<sup>th</sup>

Pfau Hall 11:45am – 1:15pm

**Topic: Career Development & Mentoring**

Attendees will discuss using mentorship as they navigate their career path with professionals from the Kentuckiana area. Attendees will leave with a better understanding of how mentorship will benefit them as they pursue their personal career goals.

**March 4**<sup>th</sup>

Pfau Hall 11:45am – 1:15pm

**Topic: Four-year Transfer**

Attendees will discuss transfer to four-year institutions with professionals who have successfully navigated the transfer process. Additionally, attendees can use this event as preparation for the March 5<sup>th</sup> transfer fair.
Job Description: Assistant Director of Mentoring and Coaching

Salary Grade: E1
Supervisor: Vice Chancellor of Student Success
Hours Per Week: 40

General Purpose and Scope:
The Assistant Director of Mentoring and Coaching will be responsible for the creation and supervision of mentoring and coaching programs, both internal and external. This position will be tasked with staffing, structure design, accountability, and measurement in order to provide and promote mentoring/coaching opportunities to faculty, staff, students, and the community.

Major Responsibilities:
• Demonstrate strong commitment to student success through development of effective mentoring programs, including but not limited to: faculty and staff mentoring/coaching, and peer mentoring
• Oversee student coaching programs provided by outside organizations
• Determine needs of student populations and align goals of mentoring/coaching programs accordingly
• Coordinate programming to facilitate relationships, and conduct an annual mentor/coach recognition event
• Develop and maintain appropriate relationships with students, faculty, and staff
• Conduct outreach to engage the college community in the mentoring/coaching process, and solicit feedback and recommendations
• Provide ongoing training and support to mentors (including faculty, staff and students)
• Identify, review, and utilize relevant research on mentoring and coaching and maintain current knowledge of best practices
• Develop resources, including online mentoring/coaching materials as part of campus web presence on state Ivy Tech web site
• Create and chair mentoring/coaching council made up of key faculty, staff, and community leaders
• Participate as member of campus committees, organizations and project teams devoted to student success
• Identify and assess student learning outcomes
• Maintain records of mentoring/coaching activities and measure the impact of mentoring programs and initiatives; records to be maintained in compliance with the College as well as the Family Educational Rights and Responsibility Act (FERPA)
• Develop annual mentoring/coaching report for Chancellor’s Cabinet and campus Community Board

Minimum Qualifications:
• Bachelor’s Degree in social work, psychology, or another related field
• Strong communication and interpersonal skills
• Experience working with and being committed to diverse communication is required
• Strong organizational, time management and administrative skills
• 3+ years in Higher Ed or Mentoring

Preferred Qualifications:
• Master’s Degree
• Program Start Up Experience
Potential Mentee Check List
This is to be completed by all potential mentees

<table>
<thead>
<tr>
<th>Mentee Name:</th>
<th>Mentee Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentee C#:</td>
<td>Mentee Race/ Ethnicity:</td>
</tr>
</tbody>
</table>

### Visit the Academic Advising Center

1. Who is your academic advisor? **Initials**
2. Did you complete an academic plan? **Yes / No**

### Visit the Student Success Center

1. Who is the Student Success Center Director? **Initials**
2. Do you know when you can receive tutoring for your classes? **Yes / No**

### Visit the Student Resource Center

1. Who is the Student Resource Center Director? **Initials**
2. Did you complete an assessment? **Yes / No**

### Visit Campus Resources

Visit these offices to complete this form

<table>
<thead>
<tr>
<th>Visit these offices to complete this form</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Life</td>
<td><strong>Yes / No</strong></td>
</tr>
<tr>
<td>2. Disability Services</td>
<td><strong>Yes / No</strong></td>
</tr>
<tr>
<td>3. Career Development</td>
<td><strong>Yes / No</strong></td>
</tr>
<tr>
<td>4. Mentoring</td>
<td><strong>Yes / No</strong></td>
</tr>
</tbody>
</table>
# Mentee Monthly Assessment

This is to be completed by a Peer Mentor

<table>
<thead>
<tr>
<th>Mentor:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mentee Name:</th>
<th>Mentee Gender:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mentee C#:</th>
<th>Mentee Race/ Ethnicity:</th>
</tr>
</thead>
</table>

## Visit Your Academic Advisor

<table>
<thead>
<tr>
<th></th>
<th>Rate on a Scale 1-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Have you contacted your advisor this this 8 Weeks?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>4. Are you completing your assignments before submission?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>5. Are your assignments being submitted on time?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6. Are you making progress on your academic plan?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>7. Will you be able to complete your course work?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

## Financial Assessment

<table>
<thead>
<tr>
<th></th>
<th>Rate on a Scale 1-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Have you been able to meet your financial obligations?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>4. Have you made a monthly budget?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>5. Have you been able to follow your monthly budget?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6. Have you avoided cash or pawn services this month?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>7. Have you been able to budget for food successfully?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

## Network Assessment

<table>
<thead>
<tr>
<th></th>
<th>Rate on a Scale 1-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Are your family relationships stable?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>4. Are your non-familial relationships stable?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>5. Are your relationships with your instructors stable?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6. Is your transportation method reliable?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

## Environmental Assessment

<table>
<thead>
<tr>
<th></th>
<th>Rate on a Scale 1-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Do you have a stable living arrangement?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6. Is your work environment stable?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>7. Do you feel safe at home, work, school, and in general?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>8. Do you have a plan to address your current challenges?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>9. Do you have what you need to be successful in school?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>
| Academic Assessment Follow Up & Notes  
This section is used to record notes from the follow up conversation. |
|---|
| Financial Assessment Follow Up & Notes  
This section is used to record notes from the follow up conversation. |
| Network Assessment Follow Up & Notes  
This section is used to record notes from the follow up conversation. |
| Environment Assessment Follow Up & Notes  
This section is used to record notes from the follow up conversation. |