

**First Year Engagement Team***(consists of Completion Coaches and BEAT Peer Mentors)***ROAR 2 Success!*****\*ROAR stands for Recognizing Opportunities Achieving Results*****Assessment Plan****Goal A**

To increase first year students' engagement on campus.

**Support Outcomes**

- 1- At the end of the first year, students will feel more connected to the Buffalo State College community

**Measures and Criteria: (This year we will establish a baseline)**

- 1- Percentage of students that have attend some events on campus.
- 2- Percentage of students that have joined a club or organization on campus.

**Goal B**

To increase first year students' knowledge of campus resources.

**Support Outcomes**

- 1- At the end of the first-year, students will know about key campus resources available to students.
- 2- At the end of the first-year, students have used the resources that were recommended to them.

**Measures and Criteria: (This year we will establish a baseline)**

- 1- Percentage of students that know about key campus resources available to students.
- 2- Percentage of students that used the recommended resources.

## Step by Step Plan

Throughout students' first year at Buffalo State College, our Completion Coaches and Roar 2 Success Peer Mentors will focus on engaging students and addressing specific topics listed below.

<b>One Month Prior to the fall semester</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>Completion Coaches to obtain current caseload of students</li> <li>Completion Coaches to verify student caseload appears in the Bengal Success Portal</li> <li>R2S identified students to be sent the virtual welcome postcard</li> <li>Completion Coaches to send an introductory message in the Bengal Success portal identifying their role, contact information, and meeting availability</li> </ul>	<ul style="list-style-type: none"> <li>Peer Mentors to obtain current caseload of students.</li> <li>Peer Mentors to verify student caseload appears in the Bengal Success Portal</li> <li>Peer Mentors to begin monthly outreach calls based on assigned caseload. Mentors will welcome students, introduce themselves, and explain the program supports.</li> </ul>

<b>Week before fall semester starts</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>Completion Coaches will send a welcome message via the Bengal Success Portal               <ul style="list-style-type: none"> <li>-How they will work with students, suggested meeting frequency, and contact information.</li> <li>- How students can schedule a meeting (share video tutorial on how to schedule appointments in Bengal Success Portal)</li> <li>- Verify orientation attendance and reiterate where they can find a refresher on the information.</li> </ul> </li> <li>Be available to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>Peer Mentors will connect with students via the Bengal Success Portal               <ul style="list-style-type: none"> <li>-How they will work with students, suggested meeting frequency, and contact information</li> <li>-Encourage students to check out the weekly newsletter to gather updates on upcoming events and ways to make the most of their first year experience.</li> <li>-How students can schedule a meeting with them (R2S lounge office hours, or monthly group meetings)</li> <li>-Ask students to reflect on Count Down to College Program that just ended and reiterate where they can find a refresher on the information.</li> </ul> </li> <li>Be available to answer questions</li> </ul>

Fall semester - Week 1 focus	
Completion Coaches topics	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Encourage attending classes, make a list of reasons why it's important to attend classes</li> <li>• Pay attention to add/drop period (one of the reasons to attend class), emphasis on connecting with Professional Advisor to make schedule changes</li> <li>• Buy textbooks</li> <li>• Build on academic calendar, and encourage students to plan each week based on the workload and assignments for each class (time-management)</li> <li>• Tell students about College Student Inventory</li> </ul>	<ul style="list-style-type: none"> <li>• If not accomplished during week prior to semester:               <ul style="list-style-type: none"> <li>○ Introductions</li> <li>○ Setup communication (GroupMe, or another app)</li> <li>○ Share meeting options and suggested frequency</li> </ul> </li> <li>• Tour: Hang Out Spots and Study spaces</li> <li>• Shop for textbooks and course supplies</li> <li>• Reflect on Orientation experience and answer any questions students may have</li> <li>• Explain importance of attending classes and paying attention to add/drop deadline</li> </ul>

Week 2 focus	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Remind students about Noel Levitz College Student Inventory</li> <li>• Give tips on time-management</li> <li>• Introduce tutoring services</li> <li>• Create awareness about accessibility services</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion: Roommates/Resident Life vs Commuter options</li> <li>• Create awareness about feeling homesick and introduce proactive approaches to deal with it (introduce Weigel Health Center and Counseling Services) <i>Here are some tips:</i> <a href="https://www.prospects.ac.uk/applying-for-university/university-life/what-to-do-when-you-feel-homesick">https://www.prospects.ac.uk/applying-for-university/university-life/what-to-do-when-you-feel-homesick</a></li> </ul>

Week 3 focus	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Discuss Financial Aid and Student Accounts (share video tutorial how to access student accounts)</li> <li>• Talk about home sickness and commuting to school</li> <li>• Introduce Weigel Health Center (emphasis counseling for home sickness, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend an event on-campus</li> <li>• Encourage joining a club or organization or starting a new one</li> <li>• Discuss budgeting tips (OSEP has a good video on it): future work study opportunities,</li> <li>• Discuss and encourage seeking help on campus (here are many resources available)</li> </ul>

Week 4-8 focus	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Review College student inventory results</li> <li>• Use results from Noel Levitz College Student Inventory and flags in the Bengal Success Portal to develop Individual Success Plan for students</li> <li>• Introduce and refer students to campus resources</li> </ul>	<ul style="list-style-type: none"> <li>• Attend an event on-campus/athletic event</li> <li>• Discuss different types of relationships               <ul style="list-style-type: none"> <li>○ Check-in about feeling homesick and remind students that there are people on campus to help</li> <li>○ Check-in about students commuting to college and transportation issues</li> </ul> </li> <li>• Discuss importance of connecting with instructors. Don't be afraid to ask questions or go to office hours</li> <li>• Reflect on the first few weeks at Buffalo State and write a letter to future self</li> <li>• Plan for mid-terms (time-management and study tips)</li> <li>• Introduce Career Development Center: part-time jobs versus full-time jobs</li> <li>• Emphasize importance on time management (good balance and time to do schoolwork)</li> </ul>

Week 9-10 focus	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Connect with Professional Advisor and go over your midterm grades</li> <li>• Create awareness of academic standards (probation, dismissals)</li> <li>• Encourage tutoring (face to face, online)</li> </ul>	<ul style="list-style-type: none"> <li>• Check-in if they joined a club or organization</li> <li>• Talk about importance of Academic Advising</li> <li>• Discuss how grades effect your academic standing in college</li> </ul>

Week 11- 12 focus	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Refer students to Financial aid</li> <li>• Refer students to Professional Advisors for registration</li> </ul>	<ul style="list-style-type: none"> <li>• Attend an event on or off campus</li> <li>• Reflect on how your relationship has grown</li> <li>• Have a good time together, volunteer together</li> </ul>

Week 13-15 focus	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Refer students to Financial aid</li> <li>• Refer students to Professional Advisors for registration</li> <li>• Encourage tutoring (face to face, online)</li> <li>• Bring awareness to the break (help students figure out what they will do over the break, including Thanksgiving)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend event on or off campus</li> <li>• Plan for the end of the semester               <ul style="list-style-type: none"> <li>○ Check how classes are going</li> <li>○ Plan for studying for final exams (encourage tutoring)</li> </ul> </li> <li>• Plan for next semester:               <ul style="list-style-type: none"> <li>○ Course registration</li> <li>○ What they will do with you and their friends.</li> </ul> </li> <li>• Plan for the winter break!               <ul style="list-style-type: none"> <li>○ Discuss ideas to stay in touch over the break</li> <li>○ Present volunteering opportunities</li> </ul> </li> </ul>

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<b>Between fall and spring semester</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Offer your availability over the break</li> <li>• Check on students that you know may face challenges (out-side of school or academic probation)</li> <li>• Give Bengal Tips and Bengal Challenges over the break</li> <li>• Maybe use videos to connect with students over the break</li> </ul>	<ul style="list-style-type: none"> <li>• Implement the plan that you agreed on with your mentees for over the break.</li> </ul>

<b>Spring Semester – Week 1 focus (starting at arrival on campus)</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Encourage attending classes, remind students why it's important to attend classes</li> <li>• Pay attention to add/drop period (one of the reasons to attend class), emphasize connecting with Professional advisor to make schedule changes</li> <li>• Buy textbooks</li> <li>• Build an academic calendar, and encourage planning each week based on the workload and assignments for each class (time-management)</li> </ul>	<ul style="list-style-type: none"> <li>• Kick off meeting to catchup and share what everyone did over the break.</li> </ul>

<b>Week 2 -8 focus</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Check on their student success plans based on College Student Inventory from last semester</li> <li>• Reminders about time-management</li> <li>• Reminders about tutoring services</li> <li>• Reminders about accessibility services</li> <li>• Check on referrals to other resources</li> <li>• Reminders about Financial Aid and Student Accounts (share video tutorial how to access student accounts)</li> <li>• Check on home sickness and commuting to school</li> </ul>	<ul style="list-style-type: none"> <li>• Reflect on what happened last semester and encourage developing individual plans for this semester. Include:               <ul style="list-style-type: none"> <li>○ Plan for coursework</li> <li>○ Plan to get help</li> <li>○ Plan for engaging on campus</li> <li>○ Plan to relax</li> </ul> </li> <li>• Discuss importance of attending classes and talking to instructors (explain what office hours are)</li> <li>• Attend an event on and off campus</li> <li>• Talk about joining a club or organization (maybe start a new club?)</li> <li>• Mid-term focus: share tips for time management and study skills</li> </ul>

<b>Week 9-10 focus</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Connect with Professional Advisor and go over your midterm grades</li> <li>• Create awareness of academic standards (probation, dismissals)</li> <li>• Encourage tutoring (face to face, online)</li> </ul>	<ul style="list-style-type: none"> <li>• Celebrate good mid-term grades and/or encourage connecting with Completion Coach, Professional Advisor, tutoring services to create a plan for the rest of the semester</li> <li>• Enjoy an event on-campus or participate in a volunteering opportunity</li> </ul>

<b>Week 11- 12 focus</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Refer students to Financial aid</li> <li>• Refer students to Professional Advisors for registration</li> </ul>	<ul style="list-style-type: none"> <li>• Reflect on the plan for the rest of the semester</li> <li>• Discuss future:               <ul style="list-style-type: none"> <li>○ finishing the semester strong</li> <li>○ plans for next fall (course registration, place to live next fall)</li> <li>○ plans for the summer (job, volunteering, vacations/travel)</li> </ul> </li> <li>• Remind students about Career Development Center:               <ul style="list-style-type: none"> <li>○ think about summer job</li> <li>○ developing resume and writing cover letters</li> </ul> </li> <li>• Attend an event on or off campus</li> </ul>

<b>Week 13-15 focus</b>	
Completion Coaches	Roar 2 Success Peer Mentors
<ul style="list-style-type: none"> <li>• Help with final push before exams</li> <li>• Help plan for the summer and returning to campus</li> <li>• Check on their support network on and off campus</li> <li>• Celebrate!!!!- Include Peer Mentors in this part</li> </ul>	<ul style="list-style-type: none"> <li>• Be a role model with studying for finals and planning for exams/assignments</li> <li>• Remind students about plans for summer and commitment for fall</li> <li>• Celebrate completing your first year in college!</li> </ul>