

# 20<sup>th</sup> International Conference on The First-Year Experience

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## CHALLENGES AND OPPORTUNITIES: FIRST-YEAR EXPERIENCE PROGRAMS AT COMMUNITY AND TECHNICAL COLLEGES



*Aloha from:*

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### ROUNDTABLE DISCUSSION OBJECTIVES:

-  To establish a forum where FYE professionals at community, technical, & other similar colleges can share experiences & best practices,
-  To network with a community of professionals from across the world, and
-  To get some practical information & suggestions that may be used at your respective institutions.
-  Please note that rather than making a formal presentation this roundtable discussion will give all session attendees an opportunity to share ideas and learn from one another's experiences.

# ESTABLISHING & MAINTAINING FYE PROGRAMS

BELOW are Steps\* that you may find helpful whether you are in the process of developing your FYE program or have an existing one. Each step has some examples of questions you may be asking or need to ask. These questions will help guide our discussion.

**Step 1: Convene a Group of Stakeholders & Champions** - Who should be involved? Which offices/departments need to be tapped? Administrative support?

**Step 2: Define the Target Population & Their Needs** - Who are your first-year students? How are they characterized? What do they need? What is the "problem"?

**Step 3: Develop Measurable Objectives/Outcomes to Meet Needs** - What should students get from this program? What are the goals? Is it required?

**Step 4: Determine How to Deliver FYE Program/Services** - What will be the component(s) of the program? New Student Orientation, FYE Seminar, Advising, etc.?

**Step 5: Determine the Content of the FYE Program** - What information will students need to meet the objectives/outcomes of the program? What will be done in New Student Orientation, FYE Seminar, Advising, etc., to reach the objectives?

**Step 6: Determine the Cost of the FYE Program** - What human & fiscal resources are needed? Is there an annual FYE budget? Who will fund the program?

**Step 7: Begin to Promote & Explain the FYE Program** - Who do you need to market the program to? How, when, where? Faculty and staff buy-in? FYE Website?

**Step 8: Continue Promoting & Start Delivering the FYE Program** - Will this be done in phases? Is everyone onboard? Are promotional materials needed? FYE Logo?

**Step 9: Evaluate/Assess the FYE Program** - Who will do the evaluation & assessment? How will it be carried out? What needs to be evaluated/assessed?

**Step 10: Adapt/Expand the FYE Program as Needed** - What gaps need to be filled? How can the program be expanded? What has the evaluation/assessment shown?

\* Adapted from Steps for Designing and Implementing a Career Development Program in Niles, S. G., & Harris-Bowlsbey, J. (2005). *Career development interventions in the 21<sup>st</sup> century* (2<sup>nd</sup> ed.). Upper Saddle River, NJ: Pearson Merrill Prentice Hall.

## Step 1: CONVENE a Group of Stakeholders & Champions

### CHALLENGES:

- 1.
- 2.
- 3.

### Opportunities:

- 1.
- 2.
- 3.

## Step 2: Define the Target Population & Their Needs

### CHALLENGES:

- 1.
- 2.
- 3.

### Opportunities:

- 1.
- 2.
- 3.

### **Step 3: Develop Measurable Objectives/Outcomes to Meet Needs**

<b>CHALLENGES:</b>  1.  2.  3.
<b>Opportunities:</b>  1.  2.  3.

### **Step 4: Determine How to Deliver FYE Programs/Services**

<b>CHALLENGES:</b>  1.  2.  3.
<b>Opportunities:</b>  1.  2.  3.

## **Step 5: Determine the Content of the FYE Program**

### **CHALLENGES:**

- 1.
- 2.
- 3.

### **Opportunities:**

- 1.
- 2.
- 3.

## **Step 6: Determine the Cost of the FYE Program**

### **CHALLENGES:**

- 1.
- 2.
- 3.

### **Opportunities:**

- 1.
- 2.
- 3.

## **Step 7: BEGIN to PROMOTE & EXPLAIN the FYE PROGRAM**

### **CHALLENGES:**

- 1.
- 2.
- 3.

### **OPPORTUNITIES:**

- 1.
- 2.
- 3.

## **Step 8: CONTINUE PROMOTING & START DELIVERING the FYE PROGRAM**

### **CHALLENGES:**

- 1.
- 2.
- 3.

### **OPPORTUNITIES:**

- 1.
- 2.
- 3.

## **Step 9: Evaluate/Assess the FYE Program**

### **Challenges:**

- 1.
- 2.
- 3.

### **Opportunities:**

- 1.
- 2.
- 3.

## **Step 10: Adapt/Expand the FYE Program as Needed**

### **Challenges:**

- 1.
- 2.
- 3.

### **Opportunities:**

- 1.
- 2.
- 3.