TBR RELATIONAL ADVISING GRANT
Goal

The TBR System goal is to increase first year retention rates from 58% to 68% and graduation rates from 26% to 31%. These improvements would translate to approximately 900 additional community college graduates annually, significantly contributing to the Drive to 55 credential award goals.

In 2018, the Governor’s Office will provide re-occurring funds for the scaling of relational advising across the 13 community colleges in Tennessee. The funds will be allocated to the individual campuses through a block grant process. New staff hires made with the relational advising block grant will be expected to participate in a cohort learning community under the direction of the Director of Advising and First Year Initiatives at the TBR System Office. All institutions will be expected to provide annual reports on advising activities to the Director of Advising and First Year Initiatives. Re-occurring funds will be provided to the institutions on a three year-review cycle.

Relational Advising Models

Each institution may apply for relational advising money from TBR under the three models proposed below. Institutional requests may not exceed $70,000 per institution. Demonstration of institutional commitment to the intervention model selected must be demonstrated in the application.

As part of the Relational Advising Grants to be awarded, institutions must incorporate peer-to-peer mentoring in their program model with the plan to connect peer mentors with professional advisors or success coaches. There are three peer-to-peer mentoring models to consider:

A Peer Coaching Model

- Peer mentors are integrated into advising centers or other campus offices, to assist professional advisors or student success coaches.
- Mentors might handle referrals to campus resources, study skills coaching, or pre-registration education, which frees up professional coaches and advisors to focus on complex advising cases.
- Peer mentors may be “on call” for a set number of hours each week, to handle referred and walk-in students. Or, programs may require peer mentors to hold several meetings each term with students, either one-on-one or in groups.

A Friendly Contact Model

- Peer mentorship is integrated into new student orientation or intrusive advising systems. Peer mentors contact students with reminders about upcoming deadlines or requirements, through text messages, email, social media, or in-person.
- Programs may match peer mentors with students from a similar background or to students from a specific population.

A Curricular Model
Peer mentorship is integrated into high-impact practices, like First-Year Experience courses or Learning Communities. Peer mentors might be paired with a faculty member and assigned to a specific course or activity.

Peer mentors attend courses with mentored students or assist students outside of class. Mentors may also facilitate discussion or plan activities in First-Year Experience courses.

Additional Resources

- Developing Effective Student Peer Mentoring Programs: A Practitioner’s Guide
- Developing Peer Mentor Training and Handbooks
- Best Practices for Development of a Peer Advising Program

Option #1: Peer Coaching Model

Advising Support

Peer mentors are incorporated into advising centers or academic program offices to support advising and student success coaches in their daily interactions with advisees. This includes outreach to a set of assigned students for out-of-classroom engagement opportunities (planned programs, one-on-one discussions, etc.).

Maximum Peer/Student Ratio: 1:60

Coach/Advisor works closely with the students assigned to them. This may be done by academic unit, program, or by affinity group. In addition to providing program/pathway advisement the coach/advisor also provides out-of-classroom support to each student. Best practice would have the advisor assigned to work with students in a particular degree program or pathway and attend any academic team meetings to discuss students of concern.

Student Success Coach or Advisor/Student Ratio: 1:250

Option #2: Friendly Contact Model

New Student Orientation & Advising

Student attends an orientation program where they are assigned a peer mentor leader. The peer mentor works with the student orientation group during the day and then periodically touches base with the students through the first two semesters to answer questions and provide assistance through the advising process.

Maximum Peer/Student Ratio: 1:60 (2 orientation groups)

Coach/Advisor works closely with the students assigned to them. This may be done by academic unit, program, or by affinity group. In addition to providing program/pathway advisement the coach/advisor also provides out-of-classroom support to each student. Best practice would have the advisor assigned to work with students in a particular degree program or pathway and attend any academic team meetings to discuss students of concern.

Student Success Coach or Advisor/Student Ratio: 1:250
Option #3a: Curricular Model
Summer Bridge Program

A seven-week summer bridge program which targets academically underprepared students and enrolls them in seven credits of non-remedial coursework to prepare them for the rigor of college coursework. Enrollment is combined with intensive support service and all students are put in freshmen learning communities.

Course 1: Co-requisite Writing (3 hours)
Course 2: Co-requisite Math (3 hours)
Course 3: First-Year Seminar (1 hour)

Peer Advising: Each learning community has 1 student peer mentor assigned to work alongside faculty/staff member teaching the first-year seminar. Peer mentors only serve during the seven-week bridge program, but may have continued service during the first semester to do outreach to students in their assigned cohort.

Advisor/First Year Instructor: cost for one instructor per section for a 1-credit hour first-year seminar course. Advisor/Instructor works closely with the students assigned to the course. In addition to instructing the course, the advisor/instructor also provides out-of-classroom support to each student. Weekly meetings between the Co-requisite instructors and the first-year seminar instructor are encouraged to facilitate a holistic conversation about each student’s progress and identify areas for additional support.

Maximum Peer/Student/Advisor Ratio: 1:25

Option #3b: Curricular Model
First Semester College Success Program

Either set up as a part of term or full-term course (1-3 credit hours), required of all first-time, full-time freshmen.

Peer Advising: each course has 1 student peer mentor assigned to work alongside the faculty/staff member teaching the first-year seminar. Peer advisors serve for one semester, but institutions may decide to continue to pay the mentor for a limited number of hours the second semester to do informal outreach and send reminders to the students in their assigned cohort.

First Year Instructor/Advisor: cost for one instructor per section for a 1-3 credit hour first year seminar course. Instructor/Advisor works closely with the students assigned to the course. In addition to instructing course, the instructor/advisor also provides out-of-classroom support to each student. Best practice would be to have the first-year seminar include a cohort model with students enrolled from the same academic program or academic focus area. The first-year seminar instructor/advisor would be a part of any academic team meetings to discuss the progress of students in that program and identify areas for additional support that should be made by the peer mentor or first-year seminar instructor/advisor.

Maximum Peer/Student/Advisor Ratio: 1:25
Timeline

Application for Grant: Due June 15, 2018

Grant Decisions Announced by June 29, 2018

Grant funds awarded July 2018
Eligible Costs & Budget Considerations for Relational Advising Grant
Recruitment of Peer Mentors = $500 for recruitment materials for program

Maximum Allowable Compensation for Peer Mentors

<table>
<thead>
<tr>
<th>Option #1: Peer Coaching Model</th>
<th>2 days/14 hrs.</th>
<th>$8.50/hr.</th>
<th>$119</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer Mentor Paid Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer Mentor Compensation</td>
<td></td>
<td>$8.50/hr.</td>
<td>$1,530</td>
</tr>
<tr>
<td></td>
<td>Hourly pay for 15 weeks/no more than 12 hrs. week</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option #2: New Student Orientation &amp; Advising</th>
<th>2 days/14 hrs.</th>
<th>$8.50/hr.</th>
<th>$119</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer Mentor Paid Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer Mentor Compensation</td>
<td></td>
<td>$12/hr.</td>
<td>$192</td>
</tr>
<tr>
<td>Peer Mentor Semester Follow Up Contact</td>
<td>15 weeks x 3 hrs. wk</td>
<td>$12/hr.</td>
<td>$540</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option #3a: Summer Bridge</th>
<th>2 days/14 hrs.</th>
<th>$8.50/hr.</th>
<th>$119</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer Mentor Paid Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer Mentor Compensation</td>
<td></td>
<td>$12/hr.</td>
<td>$420</td>
</tr>
<tr>
<td>Peer Mentor Semester Follow Up Contact</td>
<td>15 weeks x 3 hrs. wk</td>
<td>$12/hr.</td>
<td>$540</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option #3b: 1st Semester College Success Program</th>
<th>2 days/14 hrs.</th>
<th>$8.50/hr.</th>
<th>$119</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer Mentor Paid Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer Mentor Compensation</td>
<td></td>
<td>$12/hr.</td>
<td>$540</td>
</tr>
<tr>
<td>Optional: Peer Mentor Spring Semester Follow Up Contact</td>
<td>15 weeks x 3 hrs. wk</td>
<td>$12/hr.</td>
<td>$540</td>
</tr>
</tbody>
</table>

| Total Cost                                      |               |           | $1,199 |


Advisor/Instructor Cost Estimates

**Option #1 Peer Coaching Model: Advising Support**
Student Success Coach/Relational Advisor = $44,000-$46,000 (range $39k - $54k)

**Option #2 Friendly Contact Model: New Student Orientation & Advising**
Student Success Coach/Relational Advisor = $44,000-$46,000 (range $39k - $54k)

**Option #3a Curricular Model: Summer Bridge**
First-Year Seminar Course (1 credit hour) = $2,227 (salary/benefits)

**Option #3b Curricular Model: First Semester College Success Program**
First Year Seminar Course Instructor (3 credit hour max.) = $6,681 (salary/benefits)