

**Planning Year Activities**  
At-a-Glance

Meeting Type	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Summer Convening	●											
All Campus Partner Meetings		●			●		●			●		
Collaborative Working Teams*			●	●		●		●	●		●	●
Individual Campus Meetings**		Fall				Winter				Spring/Summer		
Virtual Lunch & Learns (optional; first Tuesday of the month)			●		●		●		●		●	

\* Campus partners will be assigned to one of four Collaborative Working Teams. Program Leads and support staff are encouraged to attend these regular meetings.

\*\* Campus partners will meet quarterly with Collaborative staff, including one in-person site visit during the planning year.

## Planning Year Activities

### At-a-Glance

#### Fall 2022



August All Campus Partner Meeting: Developing the Kessler brand on your campus (Program Leads and MarComms Leads)



Create student recruitment and selection plan and develop marketing materials



November All Campus Partner Meeting: Mapping Kessler Scholars program goals and activities (Program Leads and Support Staff)



Finalize staffing plan and hire new staff, as appropriate

#### Winter 2023



Year 2 grant disbursements made to campus partners in January



January All Campus Partner Meeting: Kessler Evaluation Overview (Program Leads and IR/Data Leads)



Scholar recruitment and selection activities



Design Kessler Scholars challenge coin for your campus



Peer mentor recruitment and selection

#### Spring/Summer 2023



April All Campus Partner Meeting: Summer transition and scholar orientation (Program Leads and Support Staff)



Finalize first cohort of Kessler Scholars



Host a Kessler Scholars Program information session on your campus to ensure key stakeholders are aware of new program



Planning Year report due to Aspen Institute and Collaborative



Annual Kessler Scholars Collaborative Summer Convening

## Planning Year Activities and Milestones

### At-a-Glance

#### Program Structure & Staffing

- Identify where Kessler Scholars Program will be situated within broader institutional structure
- Identify Program lead and support staff
- Hire program staff, if applicable
- Delineate roles and responsibilities for program implementation team members
- Identify and meet with campus offices critical to supporting program execution (e.g., Office of Financial Aid, Admissions, Student Success Centers, Career office, Data/IR office)
- Conduct an environmental scan of the campus environment to identify first-generation student supports
- Consider developing internal systems for program tracking

#### Scholar Recruitment & Selection

- Develop marketing materials (e.g., Kessler Scholars website, student recruitment materials, welcome packet)
- Create application materials (if applicable)
- Develop selection process and committee for identifying Kessler Scholars
- Design Kessler Scholar challenge coin and schedule coin ceremony for 2023-24 academic year
- Plan orientation and onboarding activities for new scholars, ideally to be held in Summer 2023
- Consider creating a near-peer summer ambassador program to support high school to college transition for scholars

#### Program Development

- Create program calendar for Year 1 of Kessler Scholars Program
- Develop curricular materials for cohort meetings and workshops
- Identify peer mentors to support first-year scholars, including creating training materials and supervision plan
- Develop plan for individualized support for scholars (e.g., one-on-one meetings with Kessler staff)
- Consider planning a welcome event for scholars in Fall 2023
- Begin building a four-year program plan
- Explore opportunities for faculty, alumni, and family involvement in programming

#### Connect with the Collaborative Community

- Attend Collaborative meetings and events
- Review Kessler Scholars Program Manual and other support materials
- Visit [kesslerscholars.org](https://kesslerscholars.org) members-only page
- Participate in Collaborative evaluation and assessment activities
- Volunteer to support Collaborative-wide student engagement activities
- Support content generation for Kessler Scholars and Alumni LinkedIn group
- Track budget for planning year grant
- Submit Planning Year report to Aspen Institute and Collaborative, July 2023