

Early Alert Meeting Minutes

September 21st 2012 at 10:00am in S-262D

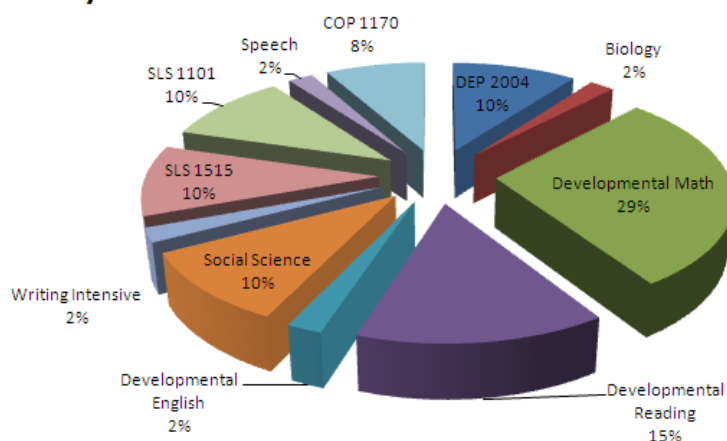
Whitney Rhyne	Present	Lynn Gledhill	Present
Monica Moore	Present	Cal Majure	Absent
Helen Algernon	Present	Kim Turano	Absent
Shannon Parfitt	Present	Cindy Enslin	Present
Rita Rubin	Present	Cathy Vache	Present
Sarah Corcoran	Present	Linda Freeman	Present
Kristin Corkhill	Present	Nicole Fisher	Present
Melanie LeMaster	Absent	Candance Rosene	Present

Usage Report:

Whitney shared the following information: thus far this fall term we have received 49 Early Alerts from 20 different professors which averages out to 2.45 Early Alerts per professor. The breakdown of which classes the Early Alerts are from is highlighted below with Developmental Math leading the way.

DEP 2004	5
Biology	1
Developmental Math	14
Developmental Reading	7
Developmental English	1
Social Science	5
Writing Intensive	1
SLS 1515	5
SLS 1101	5
Speech	1
COP 1170	4
	49

Early Alerted Areas



Welcome New Members:

We are excited to add Linda Freeman, Nicole Fisher, Cathy Vache, and Candace Rosene to the committee! With the addition of Nicole to the committee, any students alerted who live in housing will have an RA knock on their door to bring them a resource handout of the academic supports available here on campus. Linda Freeman is the full time counselor, and her office is in S-262.

EA process:

Monica has reached out to 5 Early Alerts and only connected with one so far. Shannon has had a few students email her back, Rita has been able to meet with one of her EA students. Sarah had a few of the students come to the counter to help with the late drop and withdrawal forms.

Sarah noted the late drop form is used for students who have never attended classes and the question arose about how to close the loop. Sarah stated that the process takes about 2 weeks until the professors see a change on their class roster.

The group talked about the process and the information that the FYE office is providing to the Early Alert Representatives. Currently Danielle in the FYE office researches the students contact information, current schedule, past classes completed, if the student lives in Housing, and if the student is in SSS. Shannon stated that she looks up the information provided in Banner, so Danielle's information is not needed. Monica stated the information is helpful to her, and Rita agreed the information is helpful.

Communication Loop:

The group talked about the communication loop and importance of communicating back to the faculty. Several faculty noted that it is nice to have "back up" and conversations that are separate. It was noted that the faculty feel reassured to have another Edison employee reaching out to their students.

Whitney reminded the team to be sure and copy earlyalert@edison.edu on their email communications to students and faculty so that the FYE office knows the student's needs are being addressed. Whitney also reminded the team to be sure to track their communication, points of contact, and outreach for reporting back to the FYE office at the end of the term.

Timing:

The team discussed the timing of Early Alert submissions and decided to always have the Early Alert feature open for faculty. It was noted that the end of a term may be a time when discouraged students are in need of someone to reach out to them. And it was noted the students may need a staff member to let them know they still have options regarding their education.

Marketing:

The group discussed marketing efforts for the Early Alert program and noted that faculty can bring it up at their department meetings and persuade other faculty to use this resource. It was noted that it would be opportune if the Early Alert form was put on the same page as attendance verification or if we could provide a screen shot of how to access the Early Alert page. There was also a suggestion to produce marketing material highlighting the committee and showing how so many areas across the campus are represented.

Guidelines:

The group talked about establishing guideline so that faculty would know when to issue an Early Alert. There was discussion about how students have to balance their academics along with life issues and some students are happy earning a "C". Also discussed: what really constitutes an Early Alert? Finding the right balance between micromanaging and supporting our students.

General Issues/ Comments:

What happens when a student tells the EA representative that everything is fine and going well?

The desire to have picture identification in Banner was mentioned to help the EA representative track down the Early Alerted student.

There was a suggestion to have a student representative on the EA committee.

Housing is having an International Day on Thurs. Oct. 4th at 7:00pm and all faculty/staff are invited to attend.

The next Early Alert meeting will be held in the Housing conference room.

Minutes submitted by: Whitney Rhyne