

Early Alert Committee Meeting Minutes
Friday Oct. 5th at 10:00am – 11:00am in S-262D

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

Whitney started by giving a summary that 49 alerts were received at the time of last week's meeting and that in 2 weeks that number increased to 100 alerts.

General Topics / Issues / Concerns

The group opened the meeting with discussion about how the current Early Alerts were doing. The first concern raised was the accuracy of contact information in Banner. One example was that a student had three phone numbers on file and none of them worked. The application had been completed in 2009 and the contact information was out of date. The group talked about possible solution:

- First determine if the student can or cannot change their personal information in Banner like staff
- Having IT create a prompt that forces students to update their personal information each semester before being allowed to access portal functions
- Connecting the emergency alert text messaging service information to the information displayed in Banner
- Having the Cornerstone class show the students how to update their personal information through the portal

The group talked about reaching out to the student's other professors to see how they are doing in a different class/subject area. On one occasion another professor was willing to talk to the Early Alerted student about their progress/performance in another class. The question was raised to the faculty representatives on the committee whether that would be appropriate. The group agreed that is a good idea to use any relationships that exist in order to help the student. The group also agreed that there would need to be follow up between the faculty members.

Linda mentioned to the group that if we are not hearing anything from her it is typically good, meaning the students is coming in to see her. Linda reiterated that she will do anything she can to reach out to the students.

Monica talked about how times consuming the Early Alerts are and in particular she mentioned the time it takes to reach out to the students. Monica asked Helen how she handles all of her Early Alerts. Helen stated you simply do your best and the students really appreciate your efforts and the help that you are able to provide.

Monica mentioned inviting Tracey House to the group. Tracey works in the Adaptive Services office. Whitney will reach out and invite Tracey to join the committee.

Monica suggested that the counseling office may want to look into getting Peer Counselors to help with student issues and that they could be used in the Early Alert process. Linda said they are starting a Peer Counseling club on campus.

Withdraw Letter

The group talked about sending a withdraw notification letter to students when the Early Alert representative is unable to contact that student or if the student has not shown any academic improvement. The group talked about the content that would need to be in the letter. Lynn mentioned how withdrawing may offset Financial Aid and highlighted the usefulness of Financial Aid TV links to answer some common questions that students may have.

Shared Drive for EA representatives

The group talked about having a shared drive for the Early Alert group. Kim mentioned using Canvas to share data and information and will check into getting a Canvas page started. Kim also mentioned the usefulness of the Canvas tutorial which can be found here:

https://edison.instructure.com/courses/33404/wiki/click-here-to-begin-the-orientation?module_item_id=107562

EA Submission Form

The group talked about the online submission form and decided the form is simple enough and easy to use. One noted change would be to add a box for the last name and make student identification information required, so the form would not be able to be submitted without the student's identification information.

There have been discussions earlier about having a special identifying metric for Edison Online and for writing referrals.

Webpage

There was general conversation about getting a webpage up for Early Alert.

Minutes submitted by Whitney Rhyne