



Early Alert Committee Meeting Meetings  
October 25<sup>th</sup> at 10:00am in S-262D with Video Conferencing

Whitney Rhyne	Present	Karen Miller	Absent
Brooke Goehring	Absent	Kim Turano	Present
Cal Majure	Absent	Kristin Corkhill	Absent
Candace Rosene	Present	Laura Alvarez	Absent
Catherine Vache	Present	Linda Freeman	Present
Christina Seado Vasquez	Present	Linda Johnsen	Absent
Christy Gilfert	Absent	Lynn Gledhill	Present
Cindy Enslin	Present	Melanie LeMaster	Absent
Dawn Kulpanowski	Present	Monica Moore	Present
Frances O. Thomas	Present	Susan Potts	Absent
Helen Algernon	Present	Thomas Mohundro	Absent
Jill Rhode	Present		

### Fall Numbers

The group began the meeting by sharing Fall Early Alert numbers. Whitney reported that Lee campus has received 312 alerts and Edison Online 134 alerts, together Lee and EOL sent out 129 withdrawal letters. Christina reported that Collier campus has experienced a large increase in submissions and received 99 alerts, and sent 60 withdrawal letters. Both campuses noted an increase from last year. Whitney noted that last Fall Lee and EOL received 171 alerts by 11/2/12 and this fall we have received 445 alerts by 10/25/13.

### Withdrawal Letters

The group discussed the effectiveness of the withdrawal letter and all agreed it is beneficial and helped inform students of their options. Several areas denoted an increase in students asking questions in Financial Aid, Academic Advising, etc. before withdrawing from their course. The group began a conversation regarding the withdrawal process and how it impacts student's completion rate and GPA.

Only a small number of withdrawal letters were returned to sender due to a bad address. The group continued to note the importance of reminding students to update their contact information.

The group discussed changing the process by which we communicate with faculty regarding withdrawal letter request. It was agreed that adding an option on the Early Alert submission form would be a good idea, and it was noted that this process would be easier for faculty and they could request withdrawal letters earlier.

## **Faculty Survey**

The committee then reviewed the faculty survey and suggested adding a question regarding general effectiveness using a 5 point scale from effective for all alerted, to not effective. The original survey can be found at:

<https://docs.google.com/forms/d/1j4RpIiricY8Hr9LMLQcNkk794EV7mlkA2tEbyFwlxg/viewform>

## **Student Survey**

Members then reviewed the student survey and provided the following suggestions:

- List campus resources in parenthesis in Q2
- Breakdown to see which study skills the students needed
- Delete drop processes from part 4 of Q2
- Adding a question to try and identify why the student was now able to be successful

The original survey can be found at:

<https://docs.google.com/forms/d/1ev9ph-8WNbTCVrtAGFmcyjw3wcel9LEXAr-iOLjpw5A/viewform>

## **Other**

Christina recommended adding language regarding the Behavioral Intervention Team to the Early Alert webpage and linking the page to the emergency procedures.

Candace attended a new faculty Saturday workshop and noted the lack of knowledge regarding Early Alert by new faculty members and their strong preference to Canvas over Portal. She noted new faculty would be more likely to use Early Alert if they could complete the submission through Canvas. Kim stated she would talk to Dobin about adding the link in Canvas.

Minutes submitted by Whitney Rhyne