



Early Alert Committee Meeting Agenda
November 22nd at 10:00am in S-262D with Video Conferencing

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

Whitney began the meeting by sharing some updates. Thanks to Kim Turano and the Edison Online Team, Early Alert is now linked through Canvas. Now, when faculty click the orange Help button, Early Alert is one of the links faculty can quickly find and select.

Fall Numbers

Whitney reviewed the fall numbers. Charlotte campus received 70 alerts, Collier 90 alerts, Lee & EOL 461 alerts. Complete end of the term data will be provided at the first meeting of the Spring semester.

Review of Faculty Survey

The group reviewed the faculty survey for final revisions. The group noted changing question #3 by deleting the check boxes relating to both question regarding students use of campus resources and student's sense of the college support system. The committee felt that most faculty would not be aware of these changes. The group also wanted faculty to be able to say whether the areas of change in question #3 where seen in all, most, some, few, or none of their alerted students. The group

discussed changing the wording of question #4 by omitting two words. The group also agreed on adding a fourth metric to question #2 regarding overall satisfaction.

Review of Student Survey

The committee reviewed the student survey and felt it was ready to be sent out.

Distribution of Surveys

The group discussed the delivery method for both student and faculty Early Alert surveys. The team decided that the Early Alert Representatives already in contact with the students throughout the semester would obtain a better response rate, so each Early Alert Representative will email their alerted students the survey directly. Whitney will send out the final link along with a pre-drafted message. It was agreed that it did not matter as much who sent the faculty survey but rather faculty would complete the survey based on the subject line of the email. As a result, Whitney will send the Early Alert survey to all faculty, college-wide.

Timeline for communication during the Spring Semester

The group then considered the Academic Calendar to discuss and select important communication dates for the Spring term. The group decided that August 30th would be a good date for the first communication regarding Early Alert to all faculty and staff. It was also agreed that October 7th would be a good date for the mid-semester email. Professor Rosene noted that quite a number of students fail to return to class after spring break and emphasized the importance of reminding faculty in the mid-semester email to submit an alert for students who do not return after spring break.

Minutes submitted by Whitney Rhyne