

Early Alert Committee Agenda
 February 8th, 2013 at 10:00am
 In S-262D with Video conferencing

Whitney Rhyne	Present	Kim Turano	Absent
Brooke Roughgarden	Absent	Kristin Corkhill	Present
Cal Majure	Absent	Laura Alvarez	Present
Candace Rosene	Present	Linda Freeman	Present
Catherine Vache	Present	Lynn Gledhill	Absent
Christina Seado Vasquez	Present	Melanie LeMaster	Present
Christy Gilfert	Absent	Monica Moore	Present
Cindy Enslin	Absent	Nicole Fisher	Absent
Erika Keith	Absent	Rita Rubin	Present
Frances O. Thomas	Present	Sarah Corcoran	Present
Helen Algernon	Present	Susan Hoeben	Absent
Karen Miller	Present	Susan Potts	Present

Whitney started by reviewing the minutes from the last meeting and reviewing the end of term fall 2012 data. The group then discussed the first agenda item website updates. There is a newly created Early Alert webpage: <http://www.edison.edu/earlyalert/index.php>. Many of the committee members took a look at the webpage and some of words used to describe the webpage were that it was “clean” and “simple”. The general tone regarding the webpage was positive. The group discussed the possibilities of additions to the page and identified adding college wide campus resource maps, including a Contact Us page.

The group discussed the new submission form which now includes an option for Edison Online under the campus selection options. The form is linked through the Edison Portal on both the Faculty Academics and Employee Services tab. The webpage link can also be found on the Faculty Resources webpage and on the Current Student webpage. <http://www.edison.edu/earlyalert/form/>

So far for the spring semester, Lee campus has seen an increase in Early Alert submissions and the timing of the submissions is earlier than past semesters. Lee campus has received 107 Early Alerts to date; Collier campus has not seen a substantial increase in Early Alerts due to the new communication plan. Collier has received about 15 Early Alerts so far this semester. The committee requested a tally of the number of faculty using the Early Alert system, so at the next meeting, Whitney will provide that information to the group.

This meeting’s guest speaker, Susan Potts, Academic Advisor on Lee campus, gave a presentation about Standards of Academic Progress (SOAP). Susan provided the group with a great handout outlining the six stages of SOAP. Susan prefaced her presentation with the statement that Dean Zimmerman and herself are working on new procedures and policies for SOAP. Susan fielded many great questions and this led to rich discussion on SOAP and SAAP and some of the differences.

The group discussed the success of the first email in the new communication process. This email was sent to all faculty and staff college wide. Another email will be sent out to all faculty and staff right after spring break. This will provide time for Early Alert representatives to reach out to the students prior to the withdrawal date.

The group entered into general discussion about Early Alert. A comment was made that Helen does a fabulous job. The group talked about the students understanding of class expectations and classroom etiquette. There were questions regarding the Behavior Intervention Team (BIT). Whitney will look into BIT and provide additional information at the next meeting.

Minutes submitted by Whitney Rhyne