



Early Alert Committee Meeting  
 Friday March 15<sup>th</sup>, 10:00am in S-262D

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

Whitney started the meeting by speaking about the withdrawal letter and noted that it has been reviewed by Financial Aid and Registration. Several updates were requested. Lynn Gledhill recommended that the financial aid counselor's information be replaced by general contact information for Financial Aid. From Registration's standpoint, the withdrawal date simply needed to be updated from last semester. Christina noted that Dean Lewis (Collier Campus) recommended taking out the late withdrawal information, since only a limited number of students go through that process. The group talked about the process for sending out the withdrawal letter. The consensus was that the Early Alert Representative will reach out to the professor to check the student's status. If both the professor and Early Alert Representative recommend, withdrawal a letter will be sent to the student. Collier campus has already sent 6 o

withdrawal letters out. The group talked about the need for better student contact information. Several great ideas were mentioned.

1. To have a screen pop-up where students are required to update their contact information each semester before they are able to register for classes.
2. To have Cornerstone and Developmental faculty share the importance of having updated contact information on file at Edison.
3. To have a Banner on the front webpage reminding students to check and update their contact information.

Whitney reminded the group that she will soon be asking the Early Alert representatives for their communication log. It will be exciting to see if there is any correlation between the number of communication touches and successful connections with students in relationship to their final grade in the course and to retention the next semester or to the fall semester.

At the last meeting, the group had numerous questions about BIT (Behavior intervention Team). Whitney spoke with Dean Teproovich who confirmed that currently there is not a BIT team. Dean Teproovich said they are looking to hire an Assistant Dean and that individual will facilitate the BIT team. In the interim if faculty have behavior issues, they should work with their Student Service campus Dean.

The group entered into general discussion regarding Early Alert. Some points and questions highlighted during this time were:

- The Early Alerts submitted on Lee campus this spring semester are just over 180.
- A question was asked regarding how many of the Early Alert submissions are for students who live in on-campus housing. This information will be shared at the next committee meeting.
- Kim mentioned how thorough and valuable Danielle's research on the student's academic history is when reaching out to students.

- Kim mentioned that she is speaking at the faculty institute for Edison Online instructors and that she is promoting the new Early Alert submission form which includes a drop down box for EOL classes with different EOL specific questions.

Minutes submitted by Whitney Rhyne