



Early Alert Committee Meeting
 April 5th at 10:00am in S-262D with Video Conferencing

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	Absent
Christy Gilfert	Present	Monica Moore	Present
Cindy Enslin	Present	Nicole Fisher	Absent
Erika Keith	Absent	Rita Rubin	Absent
Frances O. Thomas	Present	Sarah Corcoran	Absent
Helen Algernon	Present	Susan Hoeben	Present
Karen Miller	Present	Susan Potts	Present
Kim Turano	Absent		

Spring 2013 Data

This semester Early Alert information is being shared and compiled college-wide. Leaders on every campus have been extremely responsive and helpful in sharing information. Whitney reported on Early Alert data college-wide (see attached data). This semester, Early Alert information has been collected and gathered college-wide. There has been 308 Early Alerts college-wide submitted by 85 different professors. Information pertaining to student demographics and class type and section is being compiled college-wide as well as for individual campuses.

The group talked briefly about sharing this information. A couple of ideas were: 1. to post the information on the website, and 2. provide a summarized report to each department chair to share at department meetings. The conversation then moved into the challenges of measuring success for Early Alert and several great suggestions were mentioned. First Dr. Gilfert mentioned looking to see a reduction in refund petition for students who have never attended. Another committee member mentioned highlighting students Early Alert is reaching and keeping faculty members in the communication loop. Professor Rosene mentioned that

although the Early Alert submission doesn't take time, it does take some effort, and she suggested sending thank you emails highlighting success numbers to faculty who used Early Alert. The group talked about the possible reasons why some students choose not to withdraw from a class.

Website Updates

Since the last Early Alert committee meeting, several additions and updates were made to the Early Alert webpage. There is a campus resource map highlighting resource locations and/or handouts for each specific campus. The maps and handouts are located on the Student Resources Page. <http://www.edison.edu/earlyalert/studentresources.php> Professor Rosene mentioned these maps were very helpful because of the clearly labeled resource information. She would like to hand hard copies of the map out to her students. The Contact Us page <http://www.edison.edu/earlyalert/contact.php> is newly created and provides the name and contact information the staff member who oversees the Early Alert process on each campus.

Whitney asked the group to begin thinking about and gathering information to create an Off-Campus Resources Page.

Withdrawal letter

The group then entered into discussion about the withdrawal letter sent to students. On Lee campus we sent about 30 letters and 5 were returned to us because of a bad address. We began the process of reaching out to professors to see if they would like a withdraw letter sent to their students following spring break and feel moving up that date to before spring break would work better next spring semester. Collier campus also sent letters to students earlier in the semester and found them to be successful. Whitney will email the drafted letter to Dr. Gilfert for review and possible use on Charlotte campus.

Follow up to last meetings discussion

Last meeting a committee member asked about the number of Early Alert submissions for students who live in the on-campus residence hall. Whitney provided follow up information regarding all of our tracked special populations and shared that 18 housing students were early alerted, 7 students in the Student Support Services SSS program, and 4 dual enrollment students.

Minutes submitted by Whitney Rhyne.