

Early Alert Meeting Minutes
Friday November 2, 2012
S-252D

Whitney Rhyne	Present	Laura Alvarez	Absent
Cal Majure	Absent	Linda Freeman	Present
Candance Rosene	Absent	Lynn Gledhill	Present
Cathy Vache	Present	Melanie LeMaster	Absent
Cindy Enslin	Absent	Monica Moore	Present
Erika Keith	Present	Nicole Fisher	Absent
Helen Algernon	Present	Rita Rubin	Absent
Karen Miller	Absent	Sarah Corcoran	Present
Kim Turano	Absent	Shannon Parfitt	Absent
Kristin Corkhill	Absent		

Whitney started the meeting by sharing the updated numbers of Early Alerts that have been submitted this semester. On Lee campus we have received 171 total Early Alerts and sent 65 withdraw notification letters to students.

Total Early Alerts	171
Withdraw Letters Sent	65

Before sending a withdraw notification letter the Early Alert Representative will reach out again to the faculty member. The communication is to check the status of the student and ensure that the professor would like a withdraw letter sent to that particular student. The FYE office did receive 4 returned to sender letters out of the 65 sent out. The name and ID#'s of the return to sender letters will be given to Sarah in the Registration office to make certain the office is aware that we do not have a good address on file in Banner for the student.

Technology Improvements

The group talked about having an Early Alert Canvas page and mentioned that most staff members and many faculty members do not frequently access canvas.

The group talked about having a new online submission form that would flow automatically into an excel spreadsheet and adding Edison Online as a campus choice.

Early Alert Webpage

The group talked about the need and benefit of building an Early Alert webpage to provide information in the following areas:

- Reasons to Early Alert a student
- When to Early Alert a student

- Professor testimonial
- On campus resources web links– Academic Success, Student Services, Financial Aid
- Steps students should take when having difficulty in a class
- External Resources web links – Lee Tran, United Way, 211 Community Services, family Health Clinics, Salvation Army, Harry Chapin Food Bank

The group talked about having a place where instructors could reach out to other instructors about classroom situations or specific students.

University of South Carolina CARS Information

Whitney shared information regarding the University of South Carolina's Early Alert system which she learned about at the NODA conference. USC has a Class Attendance Referral System (CARS). The CARS program is housed in Residence Life and receives alerts from faculty when a student misses 2 or more classes in the first 3 weeks. They receive about 130 referrals in a semester. 65% are first year students. 20% of the alerted students come in to use resources. They promote their services at faculty meetings.

Minutes Submitted by Whitney Rhyne