

Early Alert Team  
 August 17, 2007  
 9:30-11:00 a.m.

Present: Rose Ayala, Norma Barney, Mary Collins, Jennifer Cornish, Terry Dillon, Julie Luna, LouAnne Lundgren, M. Magda Martinez-Baca, Yvonne Martinez, Tricia Miller, Lisa Orick-Martinez, Aimee Quinn, and Michelle Renteria

Agenda Item	Action
Update on facilitators, faculty invitations, and software (LouAnne)	<p>Eugene Padilla has been moved to facilitate another AQIP group.</p> <p>The student tracking software has been purchased. The Early Alert Team is not required to use the software.</p> <p>An invitation will be sent after the first few weeks of the term to request faculty participation in the Early Alert team. Meetings may be rescheduled to accommodate faculty.</p> <p>The next AQIP meeting will be cancelled due to the starting of the term. The next meeting will be September 21</p>
Yearly AQIP Report (Lisa)	The AQIP Annual Report was distributed and reviewed with members. The AQIP Annual report was due to Lois Carlson on August 1.
Julie Luna from PBIR	Julie Luna discussed of the list of data needs requested from the Early Alert team. CNM has a great deal of data. Some of data being requested will need to be requested from CIT or Financial Aid & Scholarship Services. Julie Luna suggested the group narrow the focus to see what specific data is needed and contact her or the other departments for assistance.
ECA Data (LouAnne)	<p>LouAnne explained the process for the ECA Web Early Alert Pilot Project for Fall 06 and Spring 07.</p> <p>Faculty members were asked to complete a form with contact information for student and instructor and area of student assistance needed. The areas are as follows:</p>

Agenda Item	Action
	<p data-bbox="824 237 1279 302">Academic Performance, Classroom Behaviors, and Support Services.</p> <p data-bbox="824 346 1360 594">Rose Ayala received the completed forms and found one of the most difficult issues was to find current contact information. After current contact information was found, the information was sent to a tutor or an achievement coach for individual contact</p> <p data-bbox="824 638 1382 814">Out of the 144 student names submitted, 64 students could not be reached, 59 students were contacted, and 21 students were left a message. Out of the 144 students, 52 students received credit for their courses.</p> <p data-bbox="824 858 1377 993">The program seemed successful although more data analysis is needed. The division has not made a decision whether to continue the pilot program.</p>