

Early Alert Team

June 1, 2007

1:30-3:00pm

Present: Lisa Orick-Martinez , LouAnne Lundgren, Eugene A. Padilla, Michelle, Dianne Layden, Terry Dillon, Tricia Miller, Sunni Chavez, Marry Collins, Karen Connors, Carol Richmond, and Amiee Quinn

Agenda Item	Action
Team Building Exercise	Lisa coordinated the team building exercise. The exercise was called “Human Machines”. This provided the participants to get to know each other better.
Consensus	Eugene – Coordinated discussion over which process would be used for decision making. Discussion over whether or not a majority was needed to make a decision or not. The group agreed that given the dynamics of the group membership and likelihood that a majority may not always be present; group consensus was the best way to make a decision
Ground Rules	Eugene reviewed the ground rules recommended by the group on the last meeting. The team consensus was to adopt the ground rules. The following rule were approved: <ul style="list-style-type: none">• Start and end on time• No go backs recommendations (Keep notes during the meeting)• Everyone is responsible for keeping up with the notes and activities and status of the project.• Keep cell phone off or on vibrate• Bring out and promote participation (facilitator)• Be cautious (Practice active listening) ELMO – Enough, let’s move on
Team Charge	LouAnne facilitated discussion on the Team Charge recommended by the AQIP steering team. Discussion centered on some of the things the team needed to accomplish. The following items were identified: <ul style="list-style-type: none">• Supporting students having problems with retention or success.• Identify students who are having difficulty. 1. .How will students be identified?

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	<ul style="list-style-type: none">• Define success.• Align life skills to Early Alert• Design a process.<ul style="list-style-type: none">○ Referral process• Identify and implement a process for student tracking and assessment tool.• Encourage faculty to participate.• Build a support system and the ability to make it work. For the entire college
Brainstorming	<p>Lisa coordinated a brainstorming activity for the early alert team and on the Hanover Article Items identified:</p> <ol style="list-style-type: none">1. Early Alert Committee<ul style="list-style-type: none">○ Academic probation○ Suspended Students○ First year students (volunteer)<ul style="list-style-type: none">Increased participation of the faculty○ Mid-term alert○ Faculty Feedback<ul style="list-style-type: none">▪ A yes or no survey<ul style="list-style-type: none">• Absences, feedback,2. Student Success (definition)<ul style="list-style-type: none">○ Did they achieve their objective or goals?<ol style="list-style-type: none">1. How will we measure student success?○ Surveys to better assist the team in identifying needs.2. Hanover<ul style="list-style-type: none">○ Intrusive?○ Shared current ECA model<ul style="list-style-type: none">▪ Role of faculty, academic success, what will faculty think. <p>Definition by Achievement Coaches</p> <p>UNM ie Psychology 105 working with a</p>

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	class of 900 80% success rate, they assisted students at risk with a course success plan.
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Plus	Delta
<ul style="list-style-type: none"> • Food • Started close to on time • Stayed with the agenda • Received our charge • Ontime • Facilitators very inviting & welcoming. Made the environment safe • Team building exercise • Decision making process defined • Agreement on ground rules • Discussion of success • Small group and large group • Survey Student Definition which point of view? Student or institution • Agreement to identify the components of an early alert system that is appropriate for CNM • Stayed on the agenda • Began and ended on time • The discussion on the brainstorming • Well organized • Very collaborative • Stayed on time • Organized • Food 	<ul style="list-style-type: none"> • Need to do homework • Not many people came • Need to define success • Need to get/ spend more time on the meat of the initiative • Attendance • Rather than looking at success-what is success in learning • Need to guard against assuming we can't do certain things or that we have to follow a certain model. • Be aware of Or ideas that are left unheard or? • Use post it notes for brainstorming than review & combine • Identify gap of group?