

Early Alert Team
November 16, 2007
10:30 a.m. - 12:00 p.m.

Present: Rose Ayala, Mary Collins, Terry Dillon, Candace Guerrero, Elizabeth Gonzales-Hughes, LouAnne Lundgren, M. Magda Martinez-Baca, Yvonne Martinez, Dai Nguyen, Pam Olsen, Lisa Orick-Martinez, and Michelle Renteria

Agenda Item	Action
Announcements (Lisa & LouAnne)	<p>A gift was approved for a drawing for faculty members who completed the survey.</p> <p>Phillip Bustos approved one individual to attend the “Creating an Early Alert Intervention Plan for At-Risk Students,” conference in Atlanta, GA, on December 2-4, 2007. Lisa will attend and has made arrangements to meet with representatives from Elgin college. Jennifer Albright has requested approval from her school to attend. Email Lisa any questions that you would like her to ask at the conference. Lisa will provide a report on her return.</p> <p>Terry attended the New Mexico Academic Advisor Association conference on November 2 and attended a presentation on using Banner with an early alert program. The system uses the Web for Faculty module and would allow faculty to get accurate student information. CNM is considering getting the module to allow web access for faculty. Terry requested a copy of the presentation to share with the Early Alert team.</p> <p>Terry also attended an Educause conference and said that Blackboard was used to review student grade books to find students that needed early intervention. Faculty will not have to do the reporting. In order for that program to work, someone would need to retrieve and review the data and carry out the early intervention program.</p>

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<p>Update from the survey sub-committee (Lisa & LouAnne.)</p>	<p>Jennifer sent an email update of the survey results to members, and Lisa and LouAnne reviewed the results of the survey.</p> <ul style="list-style-type: none"> • The majority of respondents were located at main campus and were faculty from BIT and ECA schools • The respondents equally selected life skills, tutoring, and individual program needs as areas where they saw a need for student assistance. A number of individual responses were reviewed and discussed. • The majority of the respondents indicated that a referral process taking 10 minutes or less was best. • Respondents stated that they would be willing to obtain students' current contact information in the referral process as well as inform the student that they had made a referral.
<p>Update from the resource sub-committee (Jennifer C. & Aimee)</p>	<p>The sub-committee met and recommendations and questions were emailed for the Early Alert team to review and discuss. The sub-committee suggested an early alert coordinator/person be available to do the initial contact, referral, and follow-up. Questions and issues were as follows:</p> <ol style="list-style-type: none"> 1) Design of the initial interview/script for phone calls and emails. 2) Design of forms: resolution, emails, etc. 3) Who is going to gather the data? 4) Who is going to make the initial contact? 5) How will training for faculty, staff, and resources occur? 6) What is the timeline for having the early alert system in place? <p>The committee reviewed the ideas and questions and created a process flow chart for the early alert process. The process was as follows:</p> <ol style="list-style-type: none"> 1) Generate Referral 2) Determine the Referral Type or

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	<p data-bbox="922 233 1003 264">Needs</p> <ol style="list-style-type: none"> <li data-bbox="873 268 1300 300">3) Necessary Contacts are Made <li data-bbox="873 304 1300 373">4) Student is Directed to Service Needed <li data-bbox="873 378 1052 409">5) Follow-up <p data-bbox="824 453 1349 522">The sub-committee was asked to meet to create a process using the flow chart.</p> <p data-bbox="824 562 1273 632">Aimee Quinn is gathering resource information.</p> <p data-bbox="824 672 1377 779">The pilot early alert program for spring term can be done by ECA with the updated and revised form and process.</p>
Update from the form sub-committee (Candace)	<p data-bbox="824 779 1382 999">The sub-committee members have gathered examples of early alert forms. Candace will scan and email examples to the members. The sub-committee members will meet to create a form using the examples.</p>
Continued Pilot Discussion – tool for reporting, web page, review Elgin documents, etc. (Lisa)	<p data-bbox="824 999 1382 1144">Lisa requested that Elgin college answer some questions regarding Early Alert. Lisa shared the answers with the Early Alert team.</p> <ul style="list-style-type: none"> <li data-bbox="824 1148 1370 1255">• Elgin College is a smaller college that initiated a pilot early alert system one year ago in two academic divisions. <li data-bbox="824 1260 1360 1329">• Elgin developed an early alert system based on other Early Alert programs. <li data-bbox="824 1333 1360 1402">• Datatel Retention Alert software will be purchased in July. <li data-bbox="824 1407 1328 1514">• The college has two Retention Specialists who follow up with the Early Alert referrals. <li data-bbox="824 1518 1360 1703">• More administrative planning and development will take place after the conference, “Creating an Early Alert Intervention Plan for At-Risk Students,” in December. <li data-bbox="824 1707 1370 1776">• Faculty is sent 2-3 reminders between the 3rd and 8th weeks of the semester. <li data-bbox="824 1780 1377 1890">• This semester, Elgin received 50-75 referrals and that was a 100% increase from last semester.

