

Meeting Notes
QEP Subcommittee: Early Alert team

November 20, 2013
2-3:30 PM

Present

Jaquie McNeil
Betty Christophel
Hayley Durham
Tracy Elliott
Dory Lock
Joni Pirnot
Sandy Shimp
Beth Smith
Maria Spelleri
Denise Turcotte

Absent

Andy Swanson

Early Alert for SCF

The committee was apprised of the narrative process necessary for the QEP. Team members were asked to consider the purpose of an early alert system at SCF and how we would define the model. They were also asked to think about how the early alert system should look. It was noted that some student populations already have an early alert system (athletes, collegiate school students) and that the college had one in the past but chose not to continue it. The committee agreed that the new early alert system would need to be well defined and should include more than academics. Modules can be helpful in addressing non-academic problems.

Expectations for an Early Alert system

The committee was asked to consider what student learning outcomes should result from the early alert process and how the outcomes would be measured. A referral system needs to be in place to put students and staff in touch with resources that are already available. General information was provided about the current Customer Relationship Management (CRM) system with plans to invite Lynn Drees (AVP, Student Development) to the next meeting to provide detailed information about the CRM.

The Process

A discussion about the early alert process included who should initiate the alert (faculty, student, staff, or any combination), who should receive the alert, and when should the alert be initiated. The committee determined that these details would have to be considered once more information about the process was gathered.

Student Follow-up

Several questions were asked about the modules that would be included in the early alert system. There was also discussion about how students would be notified about the process. The issue of training was raised and it was noted that faculty and staff would need to be trained to ensure consistency in the early alert system. In particular, training would need to be offered on a regular

basis so that adjuncts would be able to participate. Questions were also raised about how the process would be evaluated.

Next Time

Maria Spelleri will come up with questions for faculty and staff about what a student needs to know or do to be successful. Beth Smith and Jaquie McNeil co-chair the early alert team.

Meetings

Monday, December 9, 1-2:30PM, BR 7-160; V 100-172