

## Early Alert Advisory Board Meeting 12/10/15

- Tina:
  - Refreshed Faculty members on technology language and direction of meeting
    - Simplified explanation of Early Alert
- Eric:
  - Spoke of targeted Early Alert courses that have successfully used Early Alert functions
  - Targeted courses for SP2016
    - Bio 1010 / 1020 – want to reach out to faculty for training
    - Chem 1320 /1330
    - Econom 1015 / 1051 – 1015 reached out already, next is 1051
    - English 1000 – high turnover of teaching faculty, bring up to speed
    - Psych 1000 – Working with Dennis Miller
    - Pol\_sc 1100 – Working with Cooper Drury
    - Stat 1200 – reaching out soon
    - Physics – currently working with faculty
  - Permissions discussion regarding teaching assistants
    - Train faculty and TAs together
  - Discussion of TAs filling out progress surveys
    - How to send them to certain AU TAs
    - Some instructors want their TA to fill out survey, some do not
  - Course Support tools
    - Website, videos, guides
    - Showing different ways to raise tracking items
    - Previewing templates before submitting tracking item
      - How to edit before submission
  - Progress Survey SP16 dates
    - Match with Registrar dates & deadlines
    - Possible customization of Progress Survey flag items
      - System edits – to vendor
      - Need broader feedback about flag items
- Discussed wanting to engage faculty in AUs for their specific courses to use Early Alert functions
  - Advisory board will move to include faculty from outside of A&S
- Flag discussion / feedback
  - “When would you raise this flag?”
  - Low Exam Score
    - Grade of D or Lower
    - After First exam / before deadline to withdraw
    - After 2 exams
  - In Danger of Being Dropped
    - If attendance policy is not adhered to
  - In Danger of Failing

- Used later on in course
- If student currently has failing grade at 8 week mark
- If student does not change habits, they will fail
- Attendance Concern
  - Clear patterns of missing class
  - Being late consistently
- Missing Assignment
  - Tend not to use, but if student is missing multiple assignments
  - Maybe make it plural
  - Missing critical or large assignment
- Poor Class Performance
  - Overall performance at D level or below
  - Low scores, missing assignments
  - Used as reinforcement when other flags are raised for student
- Other
  - First semester freshmen flag / intervention threshold
  - Behavioral concern
    - Falling asleep in class
    - Noticing behavioral change
    - Disruptive behavior
    - Not a lot of transparency re: behavioral issues
      - Question of establishing procedure