Peralta Community College District
Early Alert Working Group
Minutes
May 12th, 2015
District General Services Conference Room

Meeting convened at 3:02 pm.

Attendees: Adela Esquivel-Swinson, Calvin Madlock, Carl Oliver, Cleavon Smith, Frank Chez, Fred Bourgoin, Hermia Yam, Isela Santana, John Saenz, Karen Croley, Lasana Hotep, Mary Ciddio, Nikki Ellman, Ranell Holmes, Silvia Cortez and Susan Truong.

Review last meeting minutes
No changes to the minutes from April 28th, 2015.

Early alert guidelines for faculty
The group reviewed the draft document with the guidelines for the Early Alert system. The document included the goal of the early alert system, the actions that need to be taken by faculty prior making a referral, a list of reasons for the referral and the actions to be taken by the Counselor/Retention Specialist.

The group suggested removing from the list two of the actions by faculty prior to referral:
- ➢ Suggested dropping the course
- ➢ Swap to a lower level course

These two recommendations require more discussion and a clear process. Therefore, they should not be included for the purpose of this early alert pilot.

It is imperative to clearly define the role of the Counselor/Retention specialists. It needs to be determined if the Counselor/Retention Specialists will be only referring students to other services or if they will be executing some of the actions as well. The group discussed that the counselor/retention specialists should meet/contact the student first and evaluate if the reason for the referral is suitable; there might be cases where instructors have a misperception of the student's situation.

It needs to be decided who will be receiving the emails with the notifications. This group will make a recommendation to the College Presidents to designate one or two faculty/counselor from each college and grant them release time to work with early alert students. The group can also make the proposal to hire an Early Alert Retention Specialist for each campus; it can even be a counseling position but with a specialization on Early alert. SSSP funds could be used to cover this position. It is imperative that SSSP funds are used; otherwise they will be lost. The deadline to use SSSP funds has been extended to December, 2015.

Review suggested check boxes for the early alert activities
Ten check boxes will be available in PeopleSoft. The group suggested having an "other" check box included but only if it is a comment box. IT confirmed that they can put the comment box on that option. It was suggested having a character limit to the comment box (about 200 characters max).

The group also suggested grouping Social *interactions, Alcohol/drug, Roommate problems, Potential mental health issues, unbalanced social /academic life* under Persona/Family difficulties. IT confirmed that the Personal/Family difficulties checkbox can have the pull down menu with all these options and include a comment box as well.

Early Alert Information

Term 1074   Class Nbr 41188   EmplID 10007747

☑ ABSENCE (CNSL)   ☐ TUTORING

☐ TARDINESS (CNSL)   ☐ ATTITUDE MOTIVATION

☐ ASSIGNMENT/TEST PERFORMANCE   ☐ DSPS

☐ OTHER (CNSL)   ☐ ESL
**Only if able to enter comments

☐ CLASS PARTICIPATION   ☐ PERSONAL/FAMILY DIFFICULTIES ▾

Social interactions
Alcohol/drug
Roommate problems
Potential mental health issues
Unbalanced social /academic life

Other
• IT confirmed that a general early alert email will be created for each campus. Whoever receives the notification will be able to see who submitted the alert and they will also have the ability to contact the initiator if more information is needed. The email will include the student's name, Student ID number, email, the course information, and the (instructor) initiator's info. The initiators info might only include the name and email.

The initiator will be copied in all communication, but the counselor/retention specialist can opt not to include the initiator when contacting the student. Additionally, it was discussed that for some referrals, students should not be included in the initial communication. The counselor/retention specialist would have to review the referral and then contact the student.

• It was asked how to track the progress and ensure that someone is following up and that the student actually received the recommended service. IT advised that a column could be added to the class roster. The retention specialist will be able to checkmark if the service was received or not. All information will be stored in PeopleSoft. The counselor and the retention coordinator will be entering this information in the PeopleSoft System. It was mentioned that a "status" column could be added as well; it will show the current status with a specific student. It was asked how the status would be determined and if this information can be extracted for MIS purposes or if it can be directly transferred to SARS. This information would have to be entered in to SARS in order to be considered for SSSP funding. The group determined that more discussion on this item is needed.

A page showing the number of students who are being identified for early alert from each discipline will be available for tracking and discipline assessment purposes.

• In the previous meeting, it was discussed that a basic system will be piloted by no later than September 2015. Due to the short timeline, the group needs to complete the planning process before May 31st.
IT needs to have a scope for a basic model that can meet the timeline. Per IT if the planning process is completed by May 31st, they can finish designing this system by July 14th and finish developing by August 7th.
The goal is to have the Early Alert system ready before the beginning of the fall 2015 semester. Adela will send the scope to IT and she will also work on the emails to be used. She will share information via email and the group members are welcome to provide input.

•It was discussed that Early Alert reporting does not violate FERPA. However, all entities involved need to ensure that they manage all communications in accordance with FERPA guidelines.

<u>Adjournment</u>
Meeting adjourned at 4:19 pm.
The group won't be meeting next week; they will communicate via email.
Next meeting TBD.