

Action Project Commitment Form

Project Details

Title: Identify Early Alert Criteria and Intervention Support Systems

Category: Category 1 – Helping Students Learn

Timeline

Planned Project Kickoff: April 17, 2014

Target Completion: May 20, 2015

- 1. Briefly describe the project in less than 100 words. Be sure to identify the key organizational areas (department, programs, divisions, units, etc.) and key organizational process that this action project will affect, change, and/or improve:**

Timely and relevant communication helps students stay on track. An early alert system helps to proactively identify at-risk and excelling students early, document actions regarding support services, and share feedback with applicable faculty and staff. Before implementing specific systems or processes the college must: 1) identify criteria for early alerts (e.g., poor attendance, poor grades); 2) determine ways to gather information about students who meet the criteria along with appropriate intervention strategies; 3) identify needed support systems; 4) develop a process flowchart for services; and 5) pilot for team review/revamp.

- 2. Describe your institution's reasons for initiating this action project now and for how long it should take to complete it. Why are this project and its goals high among your institution's current priorities? Also, explain how this project related to any strategic initiatives or challenges describes in the institution's recent or soon-to-be submitted systems portfolio:**

This project has been initiated because of recent feedback from a recent stakeholder survey, observations from the learning community about what has worked in the past, students' lack of success in meeting their course objectives, and the new state funding model. In addition, the college has been exploring the potential of new technology available to initiate the work in this action project. This project addresses the college's recent Systems Portfolio Appraisal Feedback for increased formal processes, especially in how we use data to prioritize. The college's new strategic plan includes a strategic initiative to institute an early intervention system to keep students on track to completion.

3. List the project goals, milestones, and deliverables along with corresponding metrics, due dates, and other measures for assessing the progress for each goal. Be sure to include formal evaluations when the project progress will be reviewed.

The project goals include developing an Early Alert Process and Criteria. Including the following:

- a. Identify criteria for early alerts, e.g., poor attendance, poor grades. In September 2014, the team will review national/regional best practices.
- b. Determine ways to gather information about students who meet the criteria with appropriate intervention. In October 2014, the team will conduct a compression planning session to identify criteria.
- c. Identify needed support systems. In fall semester 2014, support systems will be aligned with processes.
- d. Develop a process flowchart for services. In December 2014, flowchart development will be reviewed.
- e. Pilot for team review/revamp.

The action project team will meet on a regular basis to plan and develop the process and the corresponding deliverables for each of these areas. In-person meetings with agendas and meeting notes, a timeline for the project, and the development of update reports to the AQIP Coordination Committee and Planning Advisory Council every third month.

4. Describe how various members of the learning community will participate in this action project. Show the breadth of involvement by individuals and groups over the project's duration:

The action project team will be comprised of faculty, staff, and administrators. The team will meet regularly to plan, coordinate, and develop the various components of the early alert system. Each respective area will have an opportunity to engage in a review and dialogue about the process as it is being developed and refined.

5. Describe how the institution will monitor project progress/success during, and at the completion for this project. Be sure to specifically state the measures that will be evaluated and when:

This project will be monitored by regular update reports to the AQIP Coordination Committee and Planning Advisory Council.

Ultimately, the college plans to see an increase in student persistence and course completion and so the project will use these measurable outcomes:

- a. An increase in persistence (compare to NCCBP benchmarks)
- b. An increase in course completion

6. Describe the challenges that may be encountered in successfully completed the project or for institutionalizing the learning from the project's goals:

None anticipated at this time.

7. Provide any additional information that the institutions wishes for reviewers to understand regarding this action project:

This project will be led by a tri-chair model with two faculty members (one of whom is a counselor) and an administrator.

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