Matriculation Advisory Committee
MINUTES
April 1, 2010

Present: Maria Maness, Koji Uesugi, Eric Betancourt, Sharon Drake, Carol Miter, Stephany Kyriakos, Edward Alvarez, Natalie Aceves

EARLY ALERT DISCUSSION

- How to get more faculty buy in
- Identify gaps in the process and make changes to make the system more effective
- Send Faculty reminders more frequently
- Some students may view this as negative feedback

RECENT STATISTICS

Norco Early Alert Paper submissions

Fall 2008	10.2%
Spring 2009	10.9%

Norco Early Alert Electronic submissions

Fall 2009	7.8%
Spring 2010	5.7%

POSSIBLE PROBLEMS

- Student not setting up and/or checking their RCCD email accounts
- Faculty not receiving feedback on outcome of intervention
- Students may become discouraged

POSSIBLE IDEAS

- Each term have an "RCCD email set up campaign". Encourage students to set up and check their RCCD emails. If they bring a print out of their welcome letter, they receive a small gift or treat (pen, pencil, candy, etc)
- Make email notice more personable (graphics, fonts, etc)
- Possibly develop a small card that instructors could hand to students which would include a checklist on areas for improvement and directions to tutorial services or counseling
- Look into collecting data on outcomes of student intervention to present to faculty, so they can see if the system is actually working.
- Re-present and continue to promote the early alert process to faculty.

ACTION ITEMS

- Edward Alvarez will look into if Datatel can verify that an email has been read by a student (date stamp, etc)
- Dr. Uesugi/Maria will continue to gather information about the early alert process and outcomes data for us to discuss with the goal of developing changes to the system to improve early alert process at Norco College.
- Maria will check FERPA regulations to see if we can use the list of students on the early alert and request their participation in an early alert focus group to receive their feedback on the early alert process.

NEXT MEETING: Thursday May 6th 2:00pm