



ACCREDITATION EVIDENCE

Title: Early Alert Report

Evidence Type: Corroborating

Date: 2021

WAN: 22-0464

Classification: Report

PII: No

Redacted: No



4C2 EARLY ALERT PROGRAM

Last Updated: September 8, 2021

OVERVIEW

1. Spring 2019

i 2 target groups: Low Attendance and First Time Enrolled

- 21 students registered for SP19. High school GPA between 2.0-2.75
- Spring 2019 Attendance Roster indicates 63 students not attending classes in (as of 2/7/19).
- It took four hours to call 19 students by a single advisor
- 30 Unreachable
- 24 students received assistance from an advisor
- 6 students made changes on their own

2. Summer 2019

i BTGO: Buy two, get one. For every two credits students enrolled in, Western paid for one credit

- 1860 students contacted via email, phone, and letter
- Total cost of mailing letter \$1060.20
- Phone call invitations took two Mustang Success employees ~100 hours
- 35 students enrolled in Summer classes from list for a total of 51 credits
- 13 Students benefited from program
- Western paid for 21 credits totaling \$2499.00

Fall 2019

i The success of the program will require the efforts campus wide.

- Faculty was encouraged to file an "R" form for specific students in their classes that had a HS GPA between 2.0-2.75
- 68 Faculty were directly contacted concerning 40 students
- 11 faculty members filed an "R" report
- 5 students withdrew or dropped course
- 7 students passed all their classes with a C or better
- 1203 students scored a GPA below 2.75 in Fall 2019
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Spring 2020 and Summer 2020

i No Program Action

- Daisy Moore was on Maternity leave until February
- COVID 19 Pandemic had remote learning

Fall 2020

Comms Tracking Mastered

- 9/11/2020 report shows 147 students with low attendance
- Students were emailed asking to contact instructors, use the PTC, and visit MS
- An email will follow before and after midterms, and prior to SP21 registration
- 234 new students were sent emails to inform on campus resources
- 9/23 R&R, FA, and MS met to eliminate multiple messages sent to students with same content. MS will take over the correspondence including information from FA and their status, attendance from R&R rosters, and alerts from faculty. This will be in effect for SP21 notifications
- 12/14 Emailed 334 students who have not registered for SP21 to contact MS to register

Spring 2021

Program evolution with Registration and Records

- Registrar's office added me as recipient of Roster Verification Report to follow up with students as soon as instructor reports on non-attendance.
- Registrar's office added me to a daily withdraw report
- Continuous Comms Tracking send to 449 IAA students

Summer 2021

No Program Action

Fall 2021

Continuation of Program

- Pulled List of SP21 and SU21 students with GPA below 2.0 = 847 students.
 - Set up Comms tracking emails to check in throughout semester. Five email notifications sent:
 1. Alert to previous term hardship and how Western is available to support students
 2. Check in to remind students of resources and advisors- request advising appointment
 3. Midterm check- alert to resources
 4. Request advising appointment for future planning
 5. End of term support and congrats for completing another term, request advising appointment
- Pulled list of new students that enrolled between April 1, 2021 and September 8, 2021 =
 - Set up Comms Tracking emails to check in throughout term. Five notifications will be sent on targeted dates: 1. Three week check in to remind them of advising services 2. Midterm Study Tips and resources 3. Drop dates and advising support 4. SP registration reminder, set up advising appointment 5. End of term, advising, resources for finals.
- Roster Verification Report indicates 55 students not attending between 8/23 and 9/8: (continuously addressed throughout term)
 - Students are called immediately after report to support attendance or dropping class
 - Students are emailed reminding them to speak with an advisor prior to SP registration to address issue over class

- Drop List between 8/23-9/8 indicates 27 students partially or completed withdrew
 - Student are emailed to request advising appointment to find alternative solution