Project Details

Title: SARS - Early Alert and Scheduling System
Status: ACTIVE
Category: 1-Helping Students Learn
Timeline
Planned Project Kickoff: 01-06-2014
Target Completion: 08-01-2014

1: Describe this Action Project's goal in 100 words or fewer:

The goal of this project is to implement a cross campus scheduling system that is fully integrated with the Early Alert System. The Early Alert System allows faculty to identify students exhibiting behaviors or patterns that may interfere with classroom success. Once an Early Alert flag is raised, the Office of Student Success and Retention investigates, identifies, and recommends appropriate intervention strategies.

2: Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

By moving forward with a collaborative system for scheduling, student notations, and early alert there will be an increased responsiveness to student needs. In association with the Completion Agenda, student persistence, graduation, and transfer are college priorities. This new comprehensive system will play a major role in moving this agenda forward. Early interventions are key in promoting student success and student success contributes to persistence which in turn increases rates of graduation and transfer.

3: List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

An effective early alert program will have a positive impact throughout the entire institution. In particular, the Counseling and Career Center, TRIO Student Support Services, Disability Support Services, Academic Support Center, College Success Center, Office of Student Conduct, and the Office of Student Success and Retention will interface the most with the capabilities that this project will provide. However, there will also be a positive impact on faculty efforts and success of individual students of the college.

4: Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:
We expect to possess a greater ability to respond to students that are in jeopardy of being unsuccessful by allowing more resources to be coordinated in the overall efforts pertaining to student success and retention. As well, this will allow for a more collaborative approach regarding the processes and activities associated with success and retention. Furthermore, this project will provide a path for better documentation and record keeping. Both of which will provide for greater opportunities to make educated and informed decisions around student success oriented programs and services.

- 5: Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

The implementation phase of this project started January, 2014 although several months of planning and software selection preceded implementation. The initial round of usage availability for SARS-Early Alert and Scheduling will begin late spring and continue throughout the summer. We expect the system to be fully operational by Fall, 2014.

- 6: Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

We will publicize our plans for early alert via all internal communication mechanisms. Such mechanisms are college wide online announcements, campus newspaper, email announcements, as well as other possible avenues such as posters and text blasts.

Efforts will be monitored by weekly updates of data related to the Early Alert action project.

Plan activities in association with implementation and progress of the project are contained in the table below. The completion of these milestones will be monitored by Deans Council.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Who is responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>software demonstrations and scheduling of system use trainings for staff</td>
<td>Director of Counseling Services and Associate Dean of Student Success and Retention will coordinate these efforts with the SARS Software Products Representatives</td>
</tr>
<tr>
<td>February</td>
<td>Training of key staff in initial implementation areas</td>
<td>Director of Counseling Services and Associate Dean of Student Success and Retention will coordinate these efforts with department personnel and SARS</td>
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</tbody>
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(Counseling & Career Center, TRiO SSS, Disability Support Services, Occupational Support Services)
<table>
<thead>
<tr>
<th>Month</th>
<th>Activity Description</th>
<th>Responsible Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>On-campus intensive trainings of point persons for each of the key areas as well as development of action project awareness plans for faculty and students</td>
<td>Director of Counseling Services and Associate Dean of Student Success and Retention will coordinate these efforts with point persons and the SARS Software Products Representatives</td>
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<tr>
<td>April</td>
<td>Further demonstrations/trainings for faculty and implementation of Campus awareness plan.</td>
<td>Director of Counseling Services and Associate Dean of Student Success and Retention, and Director of TRIO</td>
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<tr>
<td>May</td>
<td>Implementation and kickoff</td>
<td>All of Student Success and Retention</td>
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7. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

Overall outcome indicators will be directly tied to an increase in the academic success of our students as well as annual retention and overall completion or accomplishment of goals as it relates to transfer or degree completion.

Less global indicators will be a correlation of the number of flags raised by instructors as well as the number of flags cleared with appropriate interventions by student success and retention staff.