

# Evergreen Valley College

## Early Alert FAQs for Faculty

### What is Early Alert?

The Early Alert program at EVC is a systematic and collaborative effort between faculty, staff, student services, and the District ITSS designed to improve student success rates. The goal of Early Alert is to promote and increase academic persistence, retention and success by intervening early in the semester for students who are struggling personally or in their classes. Identification and referral of students who are struggling in their courses in the first weeks of the semester may help them connect with services that can support their academic needs, and at times their personal lives as well.

### How do I participate?

To participate, log in to MyWeb to access your **Census Roster-Early Alert**. In the drop down menu labeled “Term” select the semester you are currently teaching. Once you have accessed your class roster, you may report students who display behaviors such as disruptive behavior, tardiness, unsatisfactory attendance, having low-test scores, missing assignments/homework, and/or coming to class unprepared.

The deadline to submit Early Alert is the Friday of the fourth week of fall and spring semesters.

### Why should I participate?

The success of Early Alert first begins with you, the instructor. It is clear that along with teaching, you have already been doing some forms of early intervention in the classroom by talking to students who are not doing well in the course for various reasons, expressing your concerns and maybe even working with some students individually during your office hours. The Early Alert program is a second and formal mechanism for you, as their instructor, to convey your concerns regarding their academic performance. It further reaffirms to your students that you care about their academic success and personal welfare. When you talk to students about the Early Alert program, please be sure to emphasize that receiving an Early Alert email letter is a positive thing, designed to help them achieve their educational goals at EVC. It is not meant to be punitive and will not show up on their official transcripts.

### What happens after I have submitted Early Alerts?

Your students will receive email letters in the fifth week of the semester. The letter is addressed directly to the student, listing the title and section of your course, your name, and the risk factors you checked on the Census Roster--Early Alert for that particular student.

This letter will also encourage students to seek assistance such as contacting you, seeking tutoring, attending Early Alert workshops, or seeing a counselor.

### How will my students benefit when I participate in Early Alert?

The Early Alert program at EVC is a collaborative effort between instruction, student services and District ITSS, and we are committed to working together to address the needs of Early Alert students. Here are ways your students will benefit from your participation in the Early Alert program:

- If Early Alert students seek tutoring and they identify themselves as Early Alert students, the Campus Tutoring Center will give them priority.
- If you have identified a student as an Early Alert student and he/she also participates in AFFIRM, EOP&S, DSP, Fastrack, CalWORKs, Foster & Kinship Care/Y.E.S.S., a staff member in these respective programs will contact the student directly and request that the student make an appointment to see a counselor in the program.
- Early Alert students are invited to attend Early Alert Workshops. Topics covered in the workshop include, but not limited to, goal setting, motivation, study skills, test-taking skills, and time management.
- Students are encouraged to meet with a counselor to discuss and determine the best course of action based on students' individual needs.

We work together to support the success of Early Alert students.

### **Feedback to faculty is essential**

After A&R has processed end-of-semester grades, you will receive a screen snapshot displaying the students' names, the alerts you designated, and the services they accessed.