

Student Engagement/Early Alert Process Faculty Guide



Welcome to the Student Engagement/Early Alert Process Faculty Guide!

This guide includes an overview of the Early Alert Process, instructions for submitting an Early Alert, and answers to frequently asked questions.

The goals of the Early Alert program are to increase retention, persistence and success. It was designed to identify students who may be at risk of academic difficulty or failure as early as possible.

Faculty are able to see firsthand when students are experiencing barriers to success or showing signs that they may need additional support. Observing these behaviors and intervening in a timely and meaningful way is critical to helping students overcome problems and issues. That is why you are so critical to the success of this program; you provide the connection between the students and the resources available to help them succeed.

Faculty and staff are not expected to provide personal counseling to students. Instead, faculty and staff play an important role in encouraging students to use campus resources such as Academic Success Coaches, Counseling Services, The Learning Commons, Student Support Services etc.

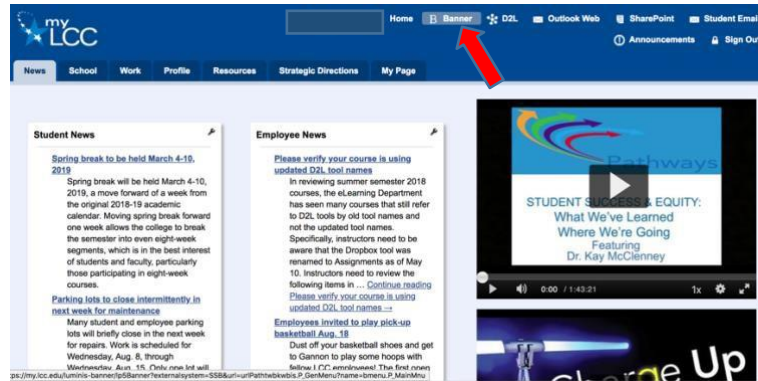
Faculty are encouraged to make an Early Alert referral as soon as signs of barriers to success appear.

The Process:

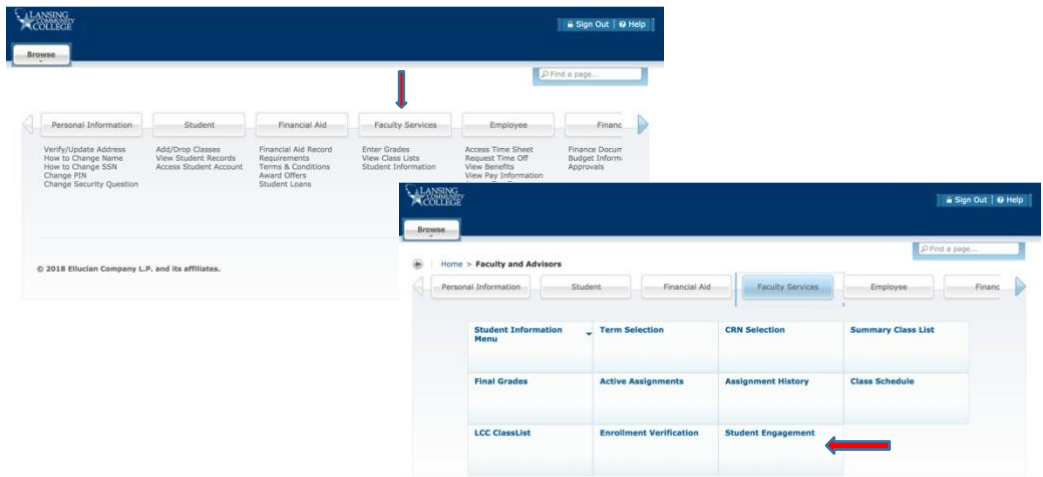
1. Faculty submit an Early Alert Referral during the required timeframe.
2. The referral is received by the Early Alert Intervention Team.
3. The Early Alert Intervention Team first assigns student to a Success Coach, then connects student to appropriate resource for outreach and assistance.
4. Success Coach reaches out to student and resource referral to check status and close any gaps.
5. Success Coach or Early Alert Intervention Team follows-up with faculty referrer.

How to Submit an Early Alert:

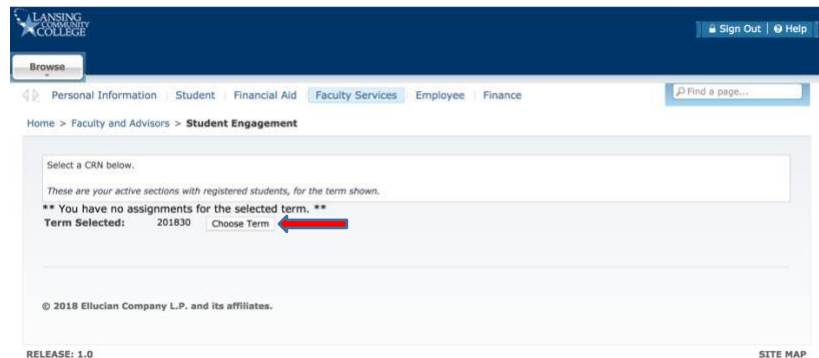
To access and submit your Early Alert, log in to myLCC and click on Banner in the upper right side of the screen



Under the Faculty Services tab, click **Student Engagement**



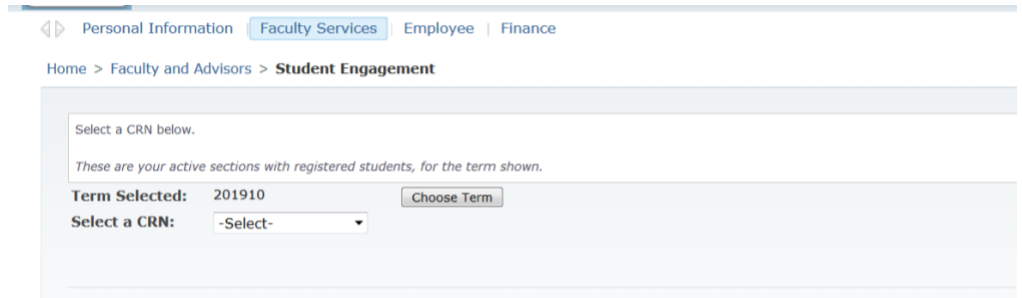
The system will default with a term code (current semester) though this can be adjusted by the faculty member. Select Choose Term.



The CRN dropdown will show all classes for which the faculty member has been assigned as the primary instructor. Select the proper class.

Your class roster will automatically populate after selecting the course.

Within the Early Alert, you will identify any student who should be referred. First select the student by name, and then use the drop down, multi-select options to indicate the reason for the referral.



Personal Information | Faculty Services | Employee | Finance

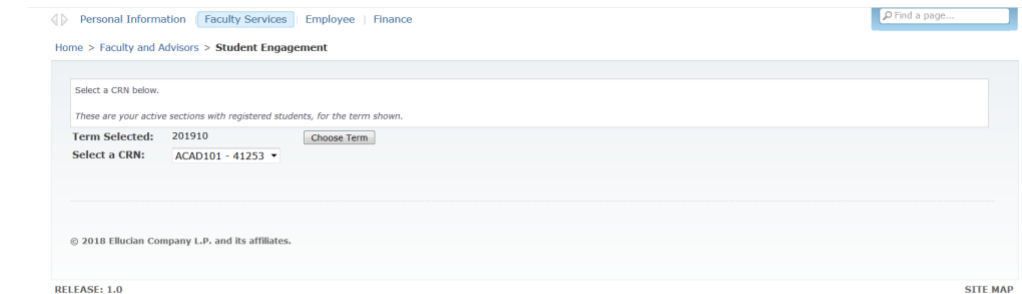
Home > Faculty and Advisors > Student Engagement

Select a CRN below.

These are your active sections with registered students, for the term shown.

Term Selected: 201910

Select a CRN: -Select-



Personal Information | Faculty Services | Employee | Finance

Home > Faculty and Advisors > Student Engagement

Select a CRN below.

These are your active sections with registered students, for the term shown.

Term Selected: 201910

Select a CRN: ACAD101 - 41253

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RELEASE: 1.0 SITE MAP

Early Alert Submission Deadlines:

Please submit an Early Alert for students exhibiting the above academic and/or non-academic concerns during the timeframes below.

Early Alert Submission Deadlines:

Week 2 through the end of Week 5: August 30 - September 26 – FALL 2018

Week 8 through the end of week 10: October 11 - October 31 – FALL 2018

Faculty should provide classroom or private interventions for their students prior to submitting an Early Alert.

Frequently Asked Questions

What is an Early Alert?

The Early Alert process is a college-wide collaborative effort designed to support student success by identifying and warning students who may be in danger of failing one or more courses.

Through the utilization of the Early Alert, an attempt can be made for faculty and staff to work together in helping LCC students achieve success. Through the initiation of an Early Alert referral, individuals from various departments will attempt to connect with students and partner with faculty to provide additional support.

How does the Early Alert help students?

Early Alerts help students by providing connections to useful resources that will support them in their

current situation. Campus professionals will make efforts to personally reach out to students and provide relevant, targeted support.

How does the Early Alert help faculty?

An Early Alert is a tool designed to provide faculty with an easy way to partner with other campus professionals to reach out to students who are struggling to achieve success in the classroom once other methods of outreach have been unsuccessful. The Early Alert should be used in conjunction with faculty member outreach to aid in connecting the student to additional campus resources.

What happens once my Early Alert is submitted?

The Early Alert is received by the Early Alert Intervention Team who first, assigns the student to a Success Coach, and then works collaboratively with other academic and support areas to provide connections and resources to students. All student progress will be monitored and tracked by the assigned success coach to ensure that the necessary assistance and follow-up occurs.

What is the Early Alert Intervention Team?

The Early Alert Intervention Team was created to manage the incoming and outgoing flow of students from the Early Alert Submissions. This team works collaboratively with faculty and other resource departments to connect with students, provide information and services, and follow-up with faculty. The primary focus is to connect students directly to the resources they need to get and stay on track for success in their courses.

Once the CRM is more fully developed, additional members from resource areas around the college will be added to the Early Alert Intervention Team.

When should I submit an Early Alert?

Faculty should **only** submit Early Alerts for students exhibiting attendance, academic and/or non-academic concerns that are negatively impacting their ability to succeed in the class.

Please use the Early Alert Decision Tree at the end of this guide as a quick reference when making Early Alert referrals.

What are the types of Early Alerts?

There are two categories of Early Alerts that cover a variety of issues a student may be facing. The more information we are able to gather, the better we will be able to assist students.

Early Alert Categories:

1. Academic Early Alerts
2. Non-Academic Early Alerts

Academic Early Alerts: used for students who are struggling *academically* in class and could benefit from assistance with overall content, writing assignments, study skills, language barriers etc.

- Academic Skill-Building – students who need assistance with organizational skills, time management and/or study skills.
- Missing Assignments – students who have yet to turn in multiple assignments but can still catch-up if assisted.
- Language Barrier – students for whom spoken English is a significant barrier to their success.

- Tutoring Referral – students who are having a difficult time understanding and keeping up with the content of your course.
- Writing Center Referral – students who are struggling with writing assignments in your course.

Non-Academic Early Alerts: used for students who are struggling in *non-academic* areas of the student cycle. These students may be missing class frequently, or exhibiting signs of distress that indicate the need for additional support.

- Attendance – students who have missed two or more consecutive days of class without communicating with their professor.
- Non-Academic Skill-Building – students who need assistance with planning, goal setting, communication, life skills, the transition to college, etc.
- Community Resources – students you believe may have issues with housing, food, or transportation.
- Financial Resources – students who may be struggling with cost of living, or may need additional financial assistance.
- Support Services Referral – students who may need accommodations, disability services, global student services, those who have experienced foster care or those who may need counseling services.

What if I have immediate concerns about a student’s mental health or safety?

Do not submit an Early Alert as the system is not intended for mental health or emergency situations. Please contact the LCC Police at 517-483-1800.

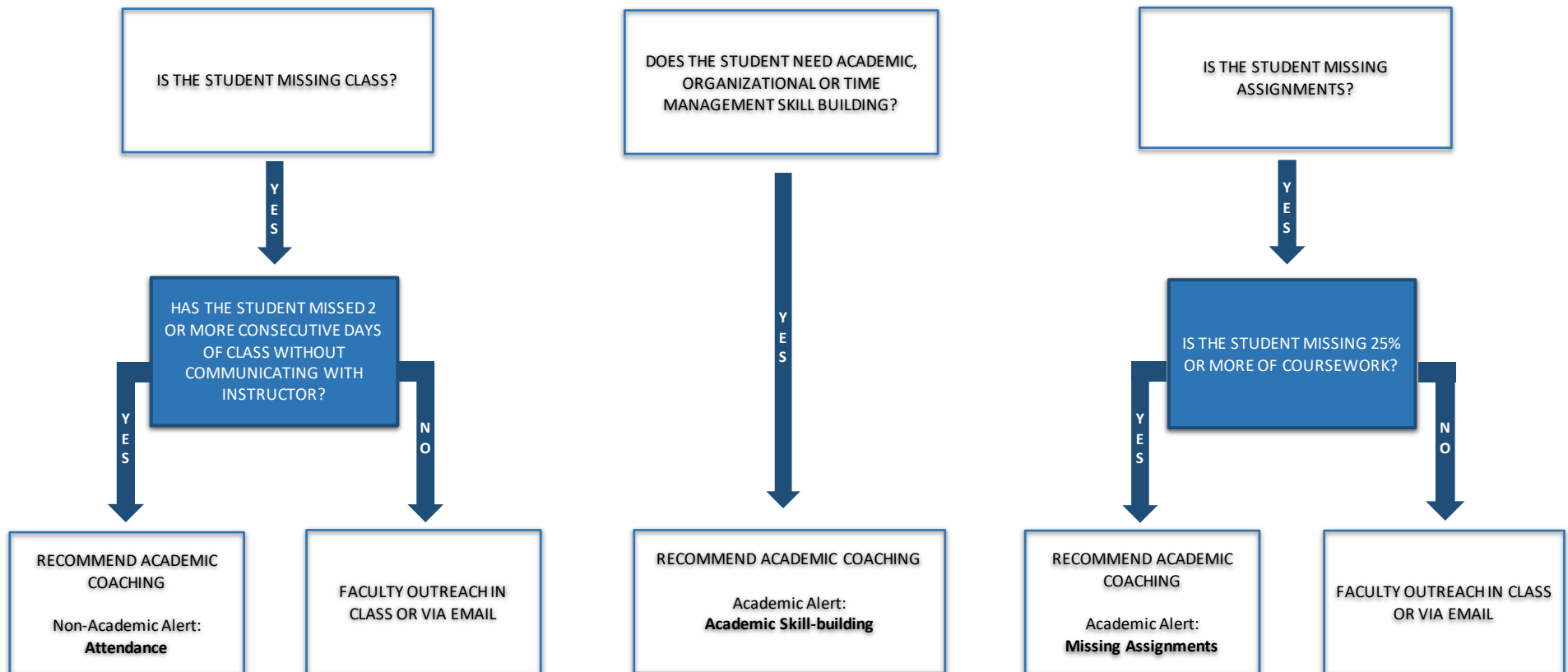
Who do I contact about my referral?

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copelanc@lcc.edu
 x1028

Shalonda James-Garza
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 x1401

Sarah Garcia-Linz
linzs1@lcc.edu
 x1405

DECISION TREE FOR EARLY ALERT



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