

COMMUNITY COLLEGE OF DENVER

Title: Early Alert System

Guideline #: INST – 19

Approved: April 2, 2015
July 13, 2015
August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

The Community College of Denver (College) uses an Early Alert System (EAS) to enable faculty and advisors to provide timely, appropriate, and effective interventions for students needing academic assistance or other College sponsored support to help them succeed in attaining their educational goals and objectives.

2. APPLICABILITY

These guidelines will apply to all College faculty and advisors.

3. DEFINITIONS

- a. Early Alert Systems – An electronic communication and tracking tool for faculty and advisors to easily identify and communicate with at-risk students.

4. GUIDELINES

The College employs an EAS that enables faculty to contact advisors whenever they believe a student would benefit from additional interventions. The EAS is open and available for faculty use starting week two (2) of the term and closes on the withdrawal date for the term. Advisors will have access to the EAS throughout the semester to allow for continuous communication between the advisor and student.

The EAS will contain sufficient detail so that faculty can request an appropriate intervention for any student and that advisors can evaluate and track students appropriately. The EAS will also provide a communication tool so that faculty and advisors can continue to communicate about on-going concerns with students.

The College will establish an EAS Committee (Committee) that will be comprised of a faculty representative from each center, an adjunct faculty member, a student representative, an advisor, and the Associate Dean of the Teaching and Learning Center (TLC). The charge of the Committee is to evaluate and make recommendations for improvement to the current EAS. Committee members will serve a two (2) year term and will assist in marketing and creating a positive environment for the work of EAS. Meetings will take place at least once a month and the meeting minutes will be stored on a public drive for easy access by faculty and staff.

The Associate Dean of the TLC shall serve as chairperson of the Committee and shall have the discretion to invite other College staff members to Committee meetings.

Faculty will be required to alert at specific times throughout the semester as designated by the Committee. Otherwise, alerts are

issued on an as-needed basis. Other practices may also be instituted by the Committee as needed.