Staying on the Path
Meeting Notes
April 17, 2018

Attendance: Teresa Aldredge, Dana Wassmer, Lisa-Marie Mederos, Anna Davtian, Carol Bernardo, Eva Rhodes, Tadael Emiru, Greg Beyrer (presenter/guest)

Note Taker: Dana Wassmer

Item	Discussion/Action Plan	Who's Responsible	Deadline
Early Alert using Canvas	- More than 87% of our CRC students are using Canvas for at least 1 class. - As of April 2, 2018, 62% of CRC course sections are using Canvas in some form/manner. - Since Jan. 9, 2018, all new students will have experienced Canvas via the LRCCD Orientation. - Attendance tool in Canvas is designed more for the K-12. - Grades are shown as a %. Unfortunately, the default to view grades in Canvas is the % based on the work turned in vs. % based on the total points for the semester. I.e., if a student earned 10/10 for one assignment, it would show a current grade of 100% (based on the single work turned in). However, if there are 1,000 points for the whole class, it can also be viewed ("set non-graded as 0" option) as 1% and this can confuse the student. The default setting will give the student a false sense of achievement and can lead to confusion/frustration. - Instructors can email students (via the Grade page) who missed an assignment/exam or who scored lower than a certain amount. - CanvasNudge will automate this feature on Canvas. - CanvasNudge will be beta-tested Su'18 and F'18 and implemented Sp '19. - The requirement of attendance and/or weekly assignments (to validate attendance) may impinge on academic freedom.	Workgroup	Spring Semester
Early Alert via Google Form	- Faculty can access Google Drive/form and submit a report on a student who may be at risk for failing or who needs additional support. - The Google form can be created to identify the	Workgroup	Spring Semester

	reason for the alert (e.g., nonattendance, a sudden change in academic performance, missed assignments, etc.) • FERPA is still protected since only the individual faculty and counselor will be able to see these referrals. • This will still require more time/effort from the faculty to submit a Google form for each student.		
A New Home-grown IT System	• Create an internal reporting system. • Confer with Stephen McGloughlin regarding how much of eService/PeopleSoft/Online Grading System reporting can be changed to accommodate a reporting system. • E.g., can the "Mid-Term Grade" be changed to accommodate an early alert notification? • Currently SCC is using SARS Alert (SCC Community of Care website).	Teresa to contact Stephen	Report at next meeting
Early Alert System Ideas	• A single step/process for faculty (simplify). • Automated recording and reporting. • The system will list the faculty's courses, names of the students in each course, and the dates the class meets along with a checkbox of options to identify early alert criteria for each student. • Use of an ID Scanner to take attendance (in F2F classes) – much like boarding an airplane with an e-boarding pass. • 3rd party program (e.g., StarFish) that will email faculty with a link to access all of their courses with a checkbox of early alert criteria to report/refer to counseling. • A single log-in to report attendance for each class.	Workgroup	Spring Semester
Piloting prototypes—ideas	• 4 groups (10 faculty/group) o Group 1 will use the Google Form o Group 2 will use the "Mid-Term Grade" in the online grading system o Group 3 will use the attendance tool in Canvas o Group 4 will use devices (e.g., Canvas app for attendance).	Workgroup to finalize	Spring Semester
Collaboration with Entering the Path	• Ask representatives from Entering (Tadeal) to return to our next meeting to share data/information and to collaborate.	Teresa	Done
Additional Tasks or Tasks Still to be Completed			
Inventory of	• List and identify the functions of all the student	Oscar	Spring

	services CRC currently offers		Semester
all the students services			
Faculty Mentor/ Advisor	• Creation of a Faculty Referral List • Review the faculty advisor program at Riverside Comm College.	Teresa & Michael	Spring Semester
Case Manage-ment	• Teresa will research the case management approach. Counseling has a 2 hour meeting scheduled on April 19th to discuss a case management model. • To implement case management approach, it may require additional resources.	Teresa	Spring Semester
Subgroup Assignment	• For 30-45 units • For 45+	Teresa	Spring Semester
Academic Pre-Probation	• Criteria • Alerts • Support services	All	Spring Semester

Next meeting:

Special Meeting: April 24, 2018 in the Counseling Conference Room, Library Building, 3:00 p.m. – 4:00 p.m.

Also available for Zoom Meeting:

Join from PC, Mac, Linux, iOS or Android: **https://zoom.us/j/200980175**

Or by iPhone one-tap or by landline phone: US: +1-669-900-6833 (meeting ID: 200980175#) or +1-646-876-9923 (meeting ID: 200980175#)