April Bradley

Comprehensive Exam Paper

Thursday, March 15, 2007

South Piedmont Community College Online Early Alert System

Appendices
Appendix A

Table 1 – Academic Assessment table based on student CPT score

<table>
<thead>
<tr>
<th>Reading Comprehension Placement Score</th>
<th>Course Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50</td>
<td>RED 070</td>
</tr>
<tr>
<td>51-69</td>
<td>RED 080 (Intro to College Reading)</td>
</tr>
<tr>
<td>70-85</td>
<td>RED 090 (Improved College Reading)</td>
</tr>
<tr>
<td>86-Above</td>
<td>ENG 110 or ENG 111 (w/86 in Sent. Skills)</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td></td>
</tr>
<tr>
<td>0-50</td>
<td>ENG 070</td>
</tr>
<tr>
<td>51-69</td>
<td>ENG 080 (Writing Foundations)</td>
</tr>
<tr>
<td>70-85</td>
<td>ENG 090 (Composition Strategies)</td>
</tr>
<tr>
<td>86–Above</td>
<td>ENG 110 or ENG 111 (w/86 in Reading Comp.)</td>
</tr>
<tr>
<td>Arithmetic</td>
<td></td>
</tr>
<tr>
<td>0-39</td>
<td>MAT 050</td>
</tr>
<tr>
<td>40-60</td>
<td>MAT 060 (Essential Math Skills)</td>
</tr>
<tr>
<td>61-Above</td>
<td>See Algebra score for Placement</td>
</tr>
<tr>
<td>Algebra</td>
<td></td>
</tr>
<tr>
<td>20-52</td>
<td>MAT 070 or MAT 101</td>
</tr>
<tr>
<td>53-65</td>
<td>MAT 080 (MAT 110 or MAT 140/140A)</td>
</tr>
<tr>
<td>66-Above</td>
<td>No developmental algebra required</td>
</tr>
</tbody>
</table>

Table 2 – Development education student failure and retention rates 2004-2006

<table>
<thead>
<tr>
<th>Semester</th>
<th>Enrollment</th>
<th># receiving a D or F in a dev course</th>
<th>Semester</th>
<th>Retention Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2004</td>
<td>214</td>
<td>49 (23%)</td>
<td>Fall 2004 – Spring 2005</td>
<td>71%</td>
</tr>
<tr>
<td>Spring 2005</td>
<td>198</td>
<td>53 (27%)</td>
<td>Spring 2005 – Fall 2005</td>
<td>60%</td>
</tr>
<tr>
<td>Fall 2005</td>
<td>282</td>
<td>58 (21%)</td>
<td>Fall 2005 – Spring 2006</td>
<td>74%</td>
</tr>
<tr>
<td>Spring 2006</td>
<td>424</td>
<td>108 (25%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Note enrollment rates have jumped for 2006 – MAT 050, ENG 070, and RED 070 were added to the course offerings to meet the needs of students scoring very low on the CPT. Prior to 2006, students scoring very low had to work independently in the Academic Support Lab to bring their scores up to a level high enough for enrollment in developmental courses.

Table 3 – Correlation between student failure and student attrition rates

<table>
<thead>
<tr>
<th>Semester</th>
<th># receiving a D or F in a dev course</th>
<th>Attrition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2004</td>
<td>49 (23%)</td>
<td>29%</td>
</tr>
<tr>
<td>Spring 2005</td>
<td>53 (27%)</td>
<td>40%</td>
</tr>
<tr>
<td>Fall 2005</td>
<td>58 (21%)</td>
<td>26%</td>
</tr>
</tbody>
</table>
Table 4 – Types of instructors teaching developmental courses at SPCC

<table>
<thead>
<tr>
<th>Instructor Type</th>
<th># teaching for Fall 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time SPCC developmental education instructor</td>
<td>6</td>
</tr>
<tr>
<td>Full-time SPCC curriculum faculty teaching developmental courses</td>
<td>10</td>
</tr>
<tr>
<td>SPCC Staff teaching developmental study skills</td>
<td>5</td>
</tr>
<tr>
<td>Adjunct faculty</td>
<td>19</td>
</tr>
</tbody>
</table>

Table 5 – Number of developmental courses offered at SPCC

<table>
<thead>
<tr>
<th>Developmental Course</th>
<th>Fall 2006</th>
<th>Spring 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30</td>
<td>26</td>
</tr>
<tr>
<td>Reading</td>
<td>22</td>
<td>17</td>
</tr>
<tr>
<td>Study Skills</td>
<td>11</td>
<td>13</td>
</tr>
</tbody>
</table>
Appendix B

South Piedmont Community College – Early Alert Training Pre-Survey

Name: ___________________________________________  □  SPCC Faculty  □  Adjunct Instructor

I instruct in the following developmental education academic area(s):

☐ English  ☐ Reading  ☐ Mathematics  ☐ Study Skills

How many semesters have you taught at SPCC?

☐ 1-3   ☐ 4-6   ☐ 7-9   ☐ 10+   ☐ This is my first semester

Please complete the following survey (Choose N/A for questions you cannot respond to):

Developmental students require assistance to be successful in college.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Developmental students benefit from a strong relationship with faculty.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Developmental students benefit from the student services provided at SPCC.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Faculty and Counseling at SPCC collaborate to help SPCC Developmental Students succeed.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Developmental Education students have a higher rate of academic failure than curriculum students do.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

List the reasons you believe developmental students fail a course:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Early Alerts

I am aware of the early alert form.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I understand the purpose of the early alert form.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I have used the early alert form.

☐ Yes ☐ No

If yes, how many times during the fall semester did you submit an early alert form to counseling identifying students at risk of failure or in need of academic intervention?

☐ 0 ☐ 1-3 ☐ 4-6 ☐ 7-10 ☐ 10-15 ☐ 15+

Counseling responded to my early alert form submissions.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

Intervention performed by the Counseling staff helped my student(s) succeed academically in my course.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

If you have used the early alert form – how can it be improved?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Counseling Staff – Early Alert Training Agenda

9:45 – 10:00  Pre-survey

10:00 – 10:30  Introduction to Counseling Staff at SPCC
               Introduction to Counseling services at SPCC
               Partnership between counseling and instructors

10:30 – 11:00  Developmental Education – Retention and Attrition Issues
               Why students fail courses
               Why students drop-out or do not complete their program
               What can be done?

11:00 – 11:30  Introduction to the Early Alert Process
               How students will benefit
               What is expected of instructors?

11:30 – 12:00  Hands-on demonstration of the Early Alert Process
               How to use the paper-based form
               How to use the online form
               Post-training survey
               Distribution of Early Alert Packets
Appendix D

South Piedmont Community College
Early Alert Form

Date: 3/15/2007

Instructor Name: 

The purpose of the Early Alert Form is to identify to the SPCC Counseling Staff students who require intervention in order to be successful in your course. Please provide as much information as possible to help counseling assist the student. Note: The student MUST be notified that you will be referring him/her to counseling.

Course:  Section:  Meets:  Time:

Student Name:  Student ID: 

Please check all that apply and provide thorough comments:

☐ Excessive Absences
☐ Excessive Tardies
☐ Incomplete Homework
☐ Behavioral Issues
☐ Participation
☐ Preparation
☐ Test Taking Skills
☐ Grades
☐ Other

Additional Comments:

☐ Student has been notified that his/her name is being submitted to counseling.

Submit to Counseling
South Piedmont Community College
Student Retention Program

Date: ______________________

<table>
<thead>
<tr>
<th>Student</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name / ID #</td>
<td>Name</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Telephone</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

Course Number / Name: __________________________________________________________

Dear ______________________

I am concerned about you. I want you to be successful in this course and in your overall learning experience at SPCC. I am writing to you regarding your current status in this course. Specifically, the following applies to your situation:

_____ You have missed a total of ( ____ ) classes and/or a significant amount of the required coursework thus far. This can seriously affect your retention of the course material which can jeopardize your overall grade. Please contact me immediately so we may discuss your situation. If you are struggling with the coursework or other personal circumstances, I would like to assist if I am able, which can include referral to other support services within the college.

_____ As we have already discussed and agreed, I have referred you to the Student Success Department for further intervention. One of the counselors will contact you, if they have not already done so. Please make every effort to work with the counselor for a possible solution, so that you may continue to succeed at SPCC.

_____ Your performance in this course is currently less than a passing grade. Please contact me immediately so we can discuss your options at this point. A lack of prompt response may potentially affect your GPA and any financial aid you are receiving. I have also referred you to the Student Success Counseling Department for intervention, and a counselor will also contact you.

_____ Other Concern: _______________________________________________________________________
________________________________________________________________________
________________________________________________________________________

In any of the above cases, please feel free to remain in contact with me so that I may continue to help where I am able.

Sincerely,

________________________________
Instructor Signature
Appendix F

South Piedmont Community College – Early Alert Training Post-Survey

Name: _______________________________  ☐ SPCC Faculty  ☐ Adjunct Instructor

I instruct in the following developmental education academic area(s):

☐ English  ☐ Reading  ☐ Mathematics  ☐ Study Skills

How many semesters have you taught at SPCC?

☐ 1-3  ☐ 4-6  ☐ 7-9  ☐ 10+  ☐ This is my first semester

Please complete the following survey (Choose N/A for questions you cannot respond to):

I understand the purpose of the early alert system

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Early alerts will help aid in student retention in my course(s)

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Early alerts will help aid in student retention to completion of program

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Collaboration between counseling and instructors will benefit students

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Please provide any comments you have regarding the Early Alert Training:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SPCC Faculty (Respond to the following if you are SPCC Faculty)

I will use the early alert system to notify counseling of at-risk students in my courses
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I will use the paper-based form to notify counseling
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I will use the online form to notify counseling
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I am comfortable with technology
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

Based on the training you received, which format do you prefer for submitting Early Alerts?
☐ Paper-based ☐ Online

Adjunct Faculty (Respond to the following if you are Adjunct Faculty)

I will use the early alert system to notify counseling of at-risk students in my courses
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I will use the paper-based form to notify counseling
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I will use the online form to notify counseling
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I am comfortable with technology
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

I have access to the internet from home
☐ Yes ☐ No

I have access to the internet from work
☐ Yes ☐ No

I utilize the computers on campus
☐ Yes ☐ No If yes which resources do you use: ☐ Library ☐ ASL ☐ Other: __________

Based on the training you received, which format do you prefer for submitting Early Alerts?
☐ Paper-based ☐ Online
Appendix G

Online Early Alert Form Instructions

The purpose of the Early Alert Form is to identify to the SPCC Counseling Staff students who require intervention in order to be successful in your course. Please provide as much information as possible to help counseling assist the student. This form can be submitted at any time throughout the semester, but should be submitted as soon as you determine a student requires assistance.

Note: The student MUST be notified that you will be referring him/her to counseling.

Instructions for using Early Alert Form:

1. Open Internet Explorer
2. In the Address bar type in the following link: 
   http://spcc.edu/Alert.htm
3. You will see the following form. Fill out all the boxes on this part of the form.

   ![Early Alert Form](http://www.spcc.edu/Alert.htm)

   **South Piedmont Community College**
   **Early Alert Form**

   **Date:** 12/3/2008

   **Instructor Name:**

   The purpose of the Early Alert Form is to identify to the SPCC Counseling Staff students who require intervention in order to be successful in your course. Please provide as much information as possible to help counseling assist the student.

   **Note:** The student MUST be notified that you will be referring him/her to counseling.

   **Course:**
   **Section:**
   **Meets:**
   **Time:**

   **Student Name:**
   **Student ID:**
4. Check the appropriate checkboxes relating to your student. Fill in THOROUGH comments for all boxes that are checked. At the end is an Additional Comments box where you can provide any additional information that will help counseling assist the student.

Please check all that apply and provide thorough comments:

- **Excessive Absences**
  - Student has missed 5 class periods. Three in the last two weeks.

- **Excessive Tardies**
  - Student is rarely on time to class, often coming in 10-15 minutes late.

- **Incomplete Homework**
  - Missed classes resulting in homework not being turned in.

- **Behavioral Issues**
  - 

- **Participation**
  - 

- **Preparation**
  - 

- **Test Taking Skills**
  - 

- **Grades**
  - Student has earned a 64 and a 59 on the last two tests. Student currently has a 68%.

- **Other**
  - 

Additional Comments:

Student has the potential to be successful if she will only apply herself. She has good comprehension skills and strong written skills. Her grammar is excellent.

5. Check the checkbox indicating you have informed the student of your intention to submit his/her name to counseling.

Additional Comments:

Student has the potential to be successful if she will only apply herself. She has good comprehension skills and strong written skills. Her grammar is excellent.

- **Student has been notified that his/her name is being submitted to counseling.**

Remember to check this checkbox!

6. Click Submit to Counseling to submit the form.
Appendix H

Sample Instructor Reminder Email

Mail Message

To: SPCC Instructor

Subject: Early Alert Reminder

Message:

This email is to remind you to submit an Early Alert form for each student in your course(s) that you believe is at-risk for academic failure. Submit all students who are currently earning below a C average, who have excessive absences or tardies, or students who you believe might benefit from counseling assistance to be successful here at SPCC. Be sure to notify the student that you have submitted his/her name to counseling.

Refer to the Early Alert packet you reviewed at professional development training. You may submit early alerts the following two ways:

1. The paper-based form located in your packet
2. By accessing the online Early Alert System at http://spcc.edu/Alert.htm (see instructions in your packet)

You will receive this notification two weeks into the semester and every four weeks thereafter. If you have any questions, please contact a member of the counseling staff.

Joe Counselor
jcounselor@spcc.edu
(704)290-0000
Appendix I

South Piedmont Community College – Early Alert End of Semester Survey

Name: ________________________________  □ SPCC Faculty  □ Adjunct Instructor

I instruct in the following developmental education academic area(s):

□ English  □ Reading  □ Mathematics  □ Study Skills

How many semesters have you taught at SPCC?

□ 1-3  □ 4-6  □ 7-9  □ 10+  □ This is my first semester

Please complete the following survey (Choose N/A for questions you cannot respond to):

Developmental students require assistance to be successful in college.

□ Strongly Agree  □ Agree  □ Disagree  □ Strongly Disagree  □ N/A

Developmental students benefit from a strong relationship with faculty.

□ Strongly Agree  □ Agree  □ Disagree  □ Strongly Disagree  □ N/A

Developmental students benefit from the student services provided at SPCC.

□ Strongly Agree  □ Agree  □ Disagree  □ Strongly Disagree  □ N/A

Faculty and Counseling at SPCC collaborate to help SPCC Developmental Students succeed.

□ Strongly Agree  □ Agree  □ Disagree  □ Strongly Disagree  □ N/A

Developmental Education students have a higher rate of academic failure than curriculum students do.

□ Strongly Agree  □ Agree  □ Disagree  □ Strongly Disagree  □ N/A

Based on your experiences this semester, list the reasons you believe developmental students fail a course:

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Approximately what percentage of students received a D or F for either non-attendance, failure to withdraw, or poor academic performance in your developmental courses by academic area?

English  □ 0  □ 5-10  □ 10-15  □ 15-20  □ 20-25  □ 25-30  □ 30-40  □ 40-50  □ N/A

Reading  □ 0  □ 5-10  □ 10-15  □ 15-20  □ 20-25  □ 25-30  □ 30-40  □ 40-50  □ N/A

Mathematics □ 0  □ 5-10  □ 10-15  □ 15-20  □ 20-25  □ 25-30  □ 30-40  □ 40-50  □ N/A

Study Skills □ 0  □ 5-10  □ 10-15  □ 15-20  □ 20-25  □ 25-30  □ 30-40  □ 40-50  □ N/A
Early Alerts

I am aware of the early alert form.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

I understand the purpose of the early alert form.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

I have used the early alert system (paper-based or online) this semester

☐ Yes  ☐ No

If yes, how many times during the fall semester did you submit a paper-based early alert form to counseling identifying students at risk of failure or in need of academic intervention?

☐ 0  ☐ 1-3  ☐ 4-6  ☐ 7-10  ☐ 10-15  ☐ 15+

If yes, how many times during the fall semester did you submit an online early alert form to counseling identifying students at risk of failure or in need of academic intervention?

☐ 0  ☐ 1-3  ☐ 4-6  ☐ 7-10  ☐ 10-15  ☐ 15+

I prefer the following media for submitting early alerts to counseling:

☐ Paper-based  ☐ Online

Why do you prefer this format?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Counseling responded to my early alert form submissions

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

Intervention performed by the Counseling staff helped my student(s) succeed academically in my course

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ N/A

How can the early alert process be improved?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________