



Wednesday, July 15, 2020

Time: 9:00am-10:30am

Location: Zoom

Attendees: Jodi Eppinette, Dr. Valerie Wilson, Jenny Sanders, Courtney Haygood, Lisa Holland, Marcus Copeland, Connie Riley, Wayne Banks, Sara Landaverde, Kyra Jerry, Kimberly Coker

➤ **Student Athlete Completion of Intake Survey**

- There are 15 (nine men and six women) students in this group.
- Courtney Haygood and Kim will coordinate with the needed individuals to get the survey completed. The deadline for completion was set for July 30, 2020.
- Wayne Banks will meet with the Intake Survey to determine goals and measurable outcomes for this activity.

➤ **Revised Early Alert Process**

- Dr. Wilson presented a new process for early alerts whereby faculty will submit academic alerts aggressively within the first two weeks of class through mid-term. After mid-term, early alerts will be submitted with the intent of warning students of the danger of being dropped. After mid-term if a student's behavior changes negatively an early alert AND email will be submitted for follow-up by Marcus Copeland.
- Marcus will talk to Laura Johnson to find out if there is a way to flag alerts based on the type.
- Jenny Sanders suggested, and the group agreed, that the deadline for student bios in online classes be the Monday after the last day of early registration.

➤ **Student Communications**

- Early Alerts
  - Jodi and Valerie will work on a list of items to provide to faculty and ask them to discuss during their first class meeting. This list will be provided to Traci Rushing to post an announcement in Brightspace and for faculty to email to their class. This will be shared during the fall 2020 faculty.
- Textbook Purchase Process
  - Kim Coker will create wording that will be used to communicate this to students.
  - A statement will be added to the student schedule/bill to pick up their textbook.
  - Brightspace announcement and email will be send reminding students to pick up their textbooks.
  - Faculty will be asked to remind students to pick up their textbooks.
  - Send an email (school and personal) to students reminding them to pick up their textbooks. (Jenny Sanders)
  - A link will be added to the web site under "Getting Started" about the textbook rental program.

- Valerie will follow up with Brad Wood to request that information regarding the textbook rental program be added to the Bookstore web page.
- An insert will be included in the student bill with a message for students to contact the Bookstore for their textbooks. The link to the flyer will be included in that message.
- Other

➤ **CircleIn Update**

- Kyra and Valerie have a call with CircleIn on Monday, July 20<sup>th</sup> to plan a campaign to get more use of the product.

➤ **Final Call with John**

- Day/Time – July 29<sup>th</sup> or 30<sup>th</sup> (Times???)
- Topics
  - Intake Survey process
  - Measuring success