

# Alamo Colleges

Executive Faculty Council

Name of Project: Early Alert

Date: November 2016-March 2017

Tracking Number: \_\_\_\_\_

WORK PLAN		
Ad Hoc Team Members	Department	College
*Indicate if recommended as chair of committee		
Lisa Black	Social Work	San Antonio College – Faculty Fellow
Joseph Coppola	Speech	Palo Alto College
Christina Cortez	Advising	St. Philip’s College
Christa Emig	Academic Success	DSO
*Debi Gaitan, Sponsor and Chair	Student Success	Northwest Vista College
Michael Lee Gardin	English	Northwest Vista College
Gerry Guerra	Tutoring	San Antonio College
Melissa Guerrero	Institutional Research	DSO
<del>Erica Herral</del>	<del>Allied Health</del>	<del>St. Philip’s College</del>
Angelia Jacobs	Student	St. Philip’s College
Allen Miller	Mathematics	Northeast Lakeview College
Kelle Muse	Advising	Northeast Lakeview College
Tammy Perez	World Languages	San Antonio College – Change Facilitator
Teanna Staggs	Natural Sciences	San Antonio College
Michael Willoughby	Project Facilitator	DSO

## 1. Final Design Principles

In addition to any known constraints or criteria listed in the proposal, is there a need for other principles? (“The solution must not increase the amount of time students have to wait.” Or, “The solution must be flexible enough to be useful to different disciplines.”)

Change Management, Project Management, Comprehensive Faculty Development, and a Robust Evaluation Plan are at the core of the Early Alert Ad Hoc recommendations for process improvements.

**Teamwork and Interpersonal Communication Principles**

- a. Team members will communicate with one another in a format agreed upon by each team in order to reach decisions thoughtfully and collaboratively.
  - *The AdHoc team will communicate via Canvas and email.*
- b. Other team process needs: If the work involves confidential information should the team have an explicit agreement about what information can be shared outside of the team? If the project involves difficult or controversial conversations, would the team like to establish a conflict resolution process up front? Does the team need training in Crucial Conversations? (Samples of all of these tools are available upon request.)
  - *N/A*

**2. Evaluation Plan**

If the work product is a plan for a new or improved initiative, procedure, or program, how will the success of the plan be evaluated? Who will be responsible for evaluation? How often should the plan be evaluated?

- *A recommendation for the development of a robust evaluation plan will be provided to the EFC.*
- *PDCA at the end of each term (earliest); once a year (latest).*

**3. Communication Plan between Ad Hoc Work Team and Faculty Fellow**

Who will be responsible for producing the Ad Hoc Team project timeline (template included below) and meeting minutes and ensuring that they are shared with the Faculty Fellow for posting on the EFC website? How and where will meetings be scheduled? How will the EFC Faculty Fellow be included in disseminating information about the work?

- *Ad Hoc Sponsor will complete project timeline.*
- *Ad Hoc Sponsor will identify a note taker for each meeting and provide minutes to the team for approval. Approved minutes are provided to the faculty fellow for posting.*
- *Next meetings are scheduled at the end of each meeting.*
- *The Faculty Fellow can attend meetings, review minutes and agendas, meet with the Sponsor or other team members as needed such as the Change Facilitator or Project Facilitator.*

**4. Scheduled Meetings for Team**

May only include first meeting for debriefing by EFC sponsor or membership.

<i>Date</i>	<i>Time</i>	<i>Location</i>
<i>December 2, 2017</i>	<i>9am-11am</i>	<i>DSO Room 104</i>

<i>December 12, 2016</i>	<i>2:30pm-5pm</i>	<i>DSO Chancellor's Conference Room</i>
<i>January 9, 2017</i>	<i>9am-11am</i>	<i>DSO Houston Street</i>
<i>January 26, 2017</i>	<i>9am-11am</i>	<i>DSO Room 104</i>
<i>February 3, 2017</i>	<i>3pm-5pm</i>	<i>DSO Room 108-109</i>
<i>February 17, 2017</i>	<i>3:15pm-5pm</i>	<i>SAC Chance 3<sup>rd</sup> floor</i>
<i>March 10, 2017</i>	<i>10:00am-12pm</i>	<i>DSO 108-109</i>

**5. Timeline with Deliverables and Persons Responsible (see attached)**

What are the major milestones for the project? Are there interim deliverables? At what intervals will the team report their progress back to the EFC, Sponsor, or Faculty Fellow?

- *Milestone Phase I – December-January: Collect all inputs needed to make informed recommendations (SMEs, surveys, data, article reviews, presentations, Prosci/ADKAR, etc.)*
- *Milestone Phase II – February-Early March: Use all inputs to make recommendations*
- *Reporting intervals – Provide short updates to EFC at all meetings; provide a preliminary, detailed report to EFC to get feedback followed by final recommendations.*

**6. Contact information for the Sponsor and Faculty Fellow:**

Faculty Fellow Lisa Black – 486-0347 <a href="mailto:lblack13@alamo.edu">lblack13@alamo.edu</a> aka rock star!
Sponsor Debi Gaitan – 486-4454 <a href="mailto:dgaitan@alamo.edu">dgaitan@alamo.edu</a>

## PROJECT TIMELINE

*Use to plan and track project, lead person(s), and due dates.*

<b>Step, Task, or Deliverable</b>	<b>Lead Person</b>	<b>Due Date</b>
Identify Team Sponsor	All	12/02/12
Determine communication Plan	All – Canvas	12/02/2017
Identify Note Takers for Each Meeting	Sponsor	On-going
Create workspace in Canvas for the AdHoc team	Chris Davis	12/12/2016
Gather and provide existing DSO data about Early Alert	Christa Emig	12/12/2016
Present NLC Early Alert faculty presentation to the team	Christa Emig – was assigned to Allen Miller but he could not attend the meeting	12/12/2016
Gather and provide information from the Education Advisory Board about Early Alert for article reviews	Christina Cortez	12/12/2016
Provide Change Facilitation insights at each meeting	Tammy Perez	On-going
Provide Advising recommendations	Christina Cortez	12/12/2016
Provide Grades First overview “how to”	Christa Emig	12/12/2016
Identify Project Facilitator	Debi Gaitan/Gerry Guerra	01/09/2017
Create Faculty Survey about Early Alert	Michael Lee Gardin	01/09/2017
Create email to send to Senate, Chairs and Deans prior to the survey going out	Joseph Coppola	01/13/2017
Administer Faculty Survey	Joseph Coppola and Tammy Perez	01/14/2017

Review Drop Data	Melissa Guerrero/All	01/26/2017
Present PowerPoint – Infusing Work Thus Far	Debi Gaitan/Lisa Black	01/26/2017
Trend Faculty Survey Results	Teanna Staggs	02/03/2017
Create “at risk” Behavior	All	02/03/2017
Determine when to submit Early Alerts	All	02/03/2017
Determine faculty training needs	All	02/03/2017
Determine ways to strengthen the faculty and advisor partnership	All	02/03/2017
Determine improvements to the process	All	02/03/2017
Present PowerPoint – Infusing Work Thus Far – Preliminary Overview of work presented to EFC	Debi Gaitan/Lisa Black	02/10/2017
PVC Work Proposal Recommendations, Infuse Work PowerPoint and Early Alert Work Plan - Finalizing the plan	All	02/17/2017 – 03/03/2017
Determine baseline data to use to determine future successes	All – Fully developed by Tammy Perez and Teanna Staggs	03/01/2017
Report Out Ad Hoc Team’s Recommendations to the Executive Faculty Council	Joseph Coppola/Michael Lee Gardin/All Team Members will be invited to the session	03/10/2017