History and Context

University College has been facilitating an early warning process for approximately 15 years. Reporting on student progress was requested of faculty who had University College students enrolled in their course at the fourth week of enrollment. The rosters were distributed in conjunction with the “pink rosters” which were required of all faculty for enrollment verification so as to minimize the number of times a faculty member was asked to complete an administrative process related to course enrollment and progress.

The early warning process was conducted through a paper process which was manually implemented. Any data received by a faculty member was hand entered into a database from which letters, emails and advisor rosters were created in order to intervene and provide support to students receiving early warning feedback. As a result of the time and labor intensive process, feedback was not received by students until approximately Week 7, sometimes as late as Week 9.

Process for Fall 2009

The IUPUI Office of the Registrar modified mid-term grade functionality in SIS to accommodate the early warning process. This change allowed faculty to quickly enter feedback on student progress electronically through the same process used to submit final grades. It also allowed for quick and easy processing of data to notify students of any early warning feedback. In addition, the electronic process made the early warning process available to all faculty teaching undergraduate course for all students in their course sections.

Early warning data is available to all schools through IUIE. Instructions for how to run early warning reports was a primary topic at the September meeting of the Recorders + Group.

Week 3 – Notification of roster availability emailed to faculty; reminder email sent mid-week

Week 4 – Early Warning rosters due in SIS/OnCourse; all early warning feedback processed and snail mail letters sent to students

Week 6 - Email regarding early warning sent to all UCOL students from their advisor; all UCOL advisors received a roster of any of their advisees who received early warning feedback
Student Support and Intervention

All Students: Early warning feedback can be viewed in the SIS grade report through the time rosters are due

UCOL Students: Letter from Scott Evenbeck
E-mail from assigned advisor
Individual contact with students enrolled in a first year seminar

Data Collection and Tracking (draft -- still in discussion)

- Number of faculty completing early warning rosters by department, school, and course level (100, 200, 300, 400).
- Number of students in each school receiving at least one early warning notification including breakdown by class standing
- Number of students receiving at least one early warning notification
- Number of students in FTFT cohort receiving at least one early warning notification
- Relationship of receiving an early warning notification to earning below a 2.0 GPA in that term

The Future

The early warning process will be administered through SIS/OnCourse grade rosters until an IU system-wide early warning system is developed. UITS is in the process of appointing a functional users group to delineate the required functionality of the system; the group should start meeting in the spring 2010 semester.

Development of a comprehensive early warning system might include functionality such as:

- Attendance reporting in the first two weeks
- Academic progress reporting during week three or four
- Academic progress reporting for individual students available from week four through week 12.
- Coordination between early warning and other campus processes designed to identify students needing assistance (e.g., pre-entry attributes, predictive surveys, administrative withdrawal)
Questions for Thought/Discussion

1. How can we increase faculty participation?

2. How can we help faculty ensure that they have some sort of early activity that allows them to provide early feedback to students?

3. How can we help schools utilize the data to provide support for their students who receive early warning notification?

4. Other