

Early Intervention Reporting Process:

The Early Intervention process is designed to assist instructors with contacting students who may be struggling in a class, to report attendance issues, conduct/discipline issues, or if a student is struggling overall and needs to get connected to resources. This process is not limited to just freshmen; students of all academic levels can be reported through the Early Intervention system.

Early Interventions are reported through the course photo roster as follows:

- Go to GoldLink and click on the “Faculty” tab
- Under “Faculty Tools” at the bottom right, click on “Early Intervention Reporting”
- Enter username and password (same as email)
- On the right-hand side will be a list of courses assigned to you for the semester
- Choose the course, then the photo roster will show for that course and section
- Choose the student and click on the “Report” box directly below the student’s photo
 - **NOTE: If there is no “Report” box below the student’s name, this student is no longer enrolled in the course**
- This will open up a new screen and generate a list of reporting options (listed below) you can submit on the student; choose one or more report types
 - **NOTE: if “disruptive classroom behavior” or “responding inappropriately to instructor” are chosen, you have the option as to whether an automatic email is generated to the student or if you want to do this report for documentation only**
 - **ADDITIONAL NOTE: in the event the student has “multiple” discipline reports of a serious level, confidentiality cannot be guaranteed**
- The student’s information, the reporter’s information, and course information are automatically generated for the report so there is no need to enter a student’s name or G#, course name, your email, etc.
- Once you have checked all reporting types, add what strategies you have implemented as the instructor to address the situation
- Indicate if you have discussed this with the student
- Add specific comments in the “Additional Comments”
 - **NOTE: these comments will be included in the auto-generated email to the student (except for “disruptive classroom behavior” and “responds inappropriately to instructor” reports if checked “for documentation only” for those type of reports)**
- Click “Submit” at the bottom and the auto-generated letter will be sent to the student, copied to the reporting faculty and academic advisor of record

- If a student is reported for “personal/family/social issues” or “demonstrated drastic changes in appearance/behavior”, the report goes directly to Elaine Bryant, Director of ATLAS (Advising, Tutoring, Learning & Academic Support) to provide a tailored email to the student to address the concerns expressed in the report and any additional report types that were submitted

Other student populations:

- If the student reported is an athlete, Signe Coombs, Director of Academic Services for Athletics, is copied on the email
- If an Honors student is reported, Teddi Deka, Director of the Honors Program, is copied on the email
- If an international student is reported, Fumi Cheever, Director of International Student Services is copied on the email
- If a graduate student is reported, Dr. Ben Caldwell, Dean of Graduate Studies is copied on the email

Below are the reporting options available through the Early Intervention system:

ACADEMIC REPORTING TYPE:

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|---|--|
| • Student lacks essential reading skills | • Student lacks essential writing skills |
| • Student lacks essential math skills | • Student demonstrates a lack of organization in work |
| • Student’s work is below expectations for this course | • Student is not completing assignments/homework |
| • Student has missed quizzes, exams, etc. | • Student is not engaged or participating in class discussions |
| • Student is attending but not making satisfactory progress | • Student is not performing well on quizzes/tests |
| • Student doesn’t have textbook/access codes required for class | • Student is not attending class |
| • Student has never attended class | • Student is continually late to class |
| • Recommend student withdraw from this class | |

SOCIAL REPORTING TYPE:

- Student is having personal issues
- Student is having family issues
- Student is having social issues
- Student has demonstrated drastic changes in appearance/behavior

These reports will be sent directly to Student Success and a tailored communication will be sent to the student, copying the instructor and the academic advisor of record.

Discipline-specific reporting options:

- Student exhibits disruptive classroom behavior
- Student responds inappropriately to instructor
- Faculty can choose whether to have the auto-generated letter sent to the student or not; if the report is being filed to merely have the incident of record, they can do so by choosing the **“for documentation only”** button
- **Note: In the event that the student has “multiple” reports of a serious nature, confidentiality cannot be guaranteed**
- When “disruptive classroom behavior” or “responding inappropriately to instructor” is selected the report is also sent to Adam McGowan and the **Behavioral Intervention Team (BIT)** and automatically populated to the Advocate case management system for disciplinary tracking purposes.
 - If the **Discipline Report** is submitted as For Documentation Only, it is collected in Advocate and compared to previous Disciplinary Reports.
 - If not, then the Disciplinary Report will be included in the letter to the student.
 - All **Discipline Reports** are reviewed by Adam McGowan, BIT Chair, and brought forward to the weekly BIT meetings for discussion and threat assessment.
 - If BIT sees that a student has received multiple **Discipline Reports**, or efforts by the reporting party to address the issue have not been successful, or the student is considered to be an ongoing threat to themselves or the University community at large and intervention is necessary the team will decide which represented area is best positioned to address the situation.
 - The BIT is made up of representatives from Residence Life, Title IX and Conduct, Counseling Services, University Police, Provost’s Office, and Risk Management.
 - Representatives from other areas may be asked to join to discuss relevant

issues.

- For questions specifically regarding discipline, please contact Adam McGowan, amcgowan@missouriwestern.edu; for all other Early Intervention questions, contact Elaine Bryant, bryant@missouriwestern.edu .

For interventions involving discipline issues, please refer to the “General Process for Faculty Initiated Disciplinary Issues” document from Student Affairs. All discipline-specific reports are directed to Student Affairs for processing.

Suggested timeline for Early Intervention Reports:

- First day of class through last day to withdraw, all issues can be reported and will be processed through the reporting process listed below.
- If by the fourth week of classes the student is not making adequate academic progress, students should be reported through the Early Intervention process. Please use your judgment when reporting students for unsatisfactory academic progress.
- Attendance issues, Unsatisfactory Academic Progress, and Recommend Student Withdraw from a Class reports need to be reported before the last date to withdraw on November 4, 2016. After this date, no further action can be taken by the student to withdraw without going through an appeal process through the Admissions & Graduation Committee.
- All other issues should be reported to the end of the semester.
- Any discipline issue should be reported immediately

Instructors can assist with the intervention process in the following ways:

- Discuss tardy issues or leaving class early directly with the student
- Referrals to the Center for Academic Support (tutoring), Counseling Center (counseling), Student Success (time management/test-taking strategies), etc., can be made to struggling students if they are attending your class
- Record on the Early Intervention report what strategies you have implemented to address the situation in the area specified

Advisors can assist with the intervention process in the following ways:

The advisor of record will be included on the student’s email to alert the advisor of the student’s issue and to encourage additional contact with their advisee regarding the matter. Advisors are encouraged to do the following:

- Contact their advisee by phone or email to encourage them to come in and discuss the issue reported through the Early Intervention system.
- Refer their advisee to campus resources, if applicable, to address the issue reported.

Important reminders:

- It is important to put specific notes in the “Additional Comments” section regarding attendance dates, missed assignments, poor performance, etc. This will enable the advisor to have a more in-depth conversation when they are speaking with the student. **Please note – these comments are included in the auto-generated letter to the student.**
- If you have contacted the student regarding the matter, it is not necessary to report this issue through Early Intervention.
- A disclosure on your course syllabus regarding the process of Early Intervention is encouraged and helps the student understand the process much clearer.

The Advising Team in the Student Success & Academic Advising Center is available to assist instructors and be that front-line contact with the students to intervene early, providing them information about the campus resources that are available. The following are the steps taken when an Early Intervention report comes in:

1. Once the report is submitted an auto-generated email is sent to the student reported. A copy of this email is sent to the advisor of record and to the reporting faculty member. This letter directs the student to speak directly with the instructor about the report and offers assistance through the Advisors in the Student Success & Academic Advising Center.
2. If the student calls or comes in to meet with one of the Student Success advisors, the advisor will send the reporting instructor (copy to advisor of record) an email concerning the student’s feedback regarding the matter.

Any questions or concerns regarding the Early Intervention Reporting Process should be directed to Elaine Bryant, Director of Student Success & Academic Advising Center, x5636, or bryant@missouriwestern.edu.