Dear Colleagues......Welcome to the start of the Fall 2017 semester.

The EARLY ALERT INITIATIVE is a proactive university-wide retention initiative to identify and ameliorate student challenges in the classroom and increase student persistence and success. These challenges can include: attendance, engagement and difficulty with the course material. All faculty can easily access the EARLY ALERT link in your MyVille Faculty Services account. Please share this initiative with students in your classes.

Positive changes have been made to the Early Alert Initiative that will increase communication and decrease the amount of time between identifying students and faculty getting feedback.

Below is a summary of changes:

1) The EARLY ALERT SYSTEM is OPEN 24/7 STARTING SEPTEMBER 6, 2017. Additional reminders will be sent to faculty from the Provost’s Office on the 3RD, 6TH, AND 9TH WEEK of the semester.

2) REPORTS ARE RUN 2X PER WEEK WITH LISTS DISPERSED TO THE “EARLY ALERT CARE LEAD.” (Day 1)

3) IDENTIFIED STUDENTS WILL BE NOTIFIED WITHIN 3 DAYS AND INSTRUCTED TO CONTACT HIS/HER PROFESSOR IMMEDIATELY. (Day 4)

4) “CARE TEAM MEMBERS” WILL OUTREACH TO STUDENTS WITHIN ONE WEEK AND CHECK ON PROGRESS. (Day 7)

5) “CARE TEAM MEMBERS” WILL UPDATE PROFESSORS ONCE RESOLUTION/CONTACT IS MADE WITH THE STUDENT. USUALLY WITHIN 10 DAYS OF IDENTIFICATION. (Day 10)

For faculty who have immediate safety/security concerns in the classroom dial: 911 University Police, X-7821 Counseling Center, or Behavioral Intervention Team at (717) 871-7070.

Any faculty with the need for clarification or suggestions should contact Joe Sciarretta/Chair Dept. of Academic and Student Development at X-7609 or via email at joe.sciarretta@millersville.edu

Because the system is in MAX, it is similar to grade reporting. The link below gives a detailed visual of the screens and process on your MyVille faculty services account.