

January 27, 2010

To: CCA Faculty teaching in Core Studio, 100-Level H&S courses and 100-Level/Intro to Major courses

Cc: Faculty Directors, Associate/Assistant Directors, and Program Chairs

Re: Early Outreach Program

Dear Faculty Members,

Attached you will find the Spring 2010 Early Outreach form. This form enables faculty members to notify others at CCA that a student is having difficulties in class or life at the college and is in need of outreach for additional support and resources. This program is targeted toward new students (incoming **first year and transfer**).

HOW TO SUBMIT EARLY OUTREACH FORMS

1. Open document using a word processing program such as Microsoft Word.
2. Enter text by typing directly into each field. Please completely fill out all sections.
3. Save form as a Word doc or RTF (Rich Text Format).
4. Email completed form to: **earlyoutreach@cca.edu**.

WHOM does Early Outreach target?

Students in their first year at CCA
(first-year or transfer students)

WHICH courses are targeted?

Core Studios, Writing Skills Workshop, English 1 & 2, Intro to the Arts and Intro to the Modern Arts, and 100-Level and Intro to Major courses

WHAT is the goal of Early Outreach?

Our goal is to locate struggling students early in the semester and to connect them to resources at a time when they can make the most effective use of such support. These resources might include tutoring, advising, counseling, disability services, international student services, Deans of Students, financial aid staff, and study skills workshops.

WHY was Early Outreach created?

Early Outreach was created because CCA found that some entering students experienced difficulties well in advance of the middle of the semester. In a few cases, they were so behind by the time midterm evaluations took place that there was no way for them to catch up, and they ended up withdrawing from or failing classes. Occasionally, these students left the college.

WHEN should Early Outreach forms be used?

Early Outreach forms are available in the weeks following Add/Drop. Although Early Outreach was created to catch students struggling before midterm, the form can be submitted at any point in the semester.

NOTE ON ATTENDANCE

IMPORTANT

Please do submit Early Outreach forms for students who are on your roster but not attending class!

PLEASE NOTE: *This program does not replace the existing midterm evaluation program.*

We are working with Communications and Educational Technology to further streamline the Early Outreach notification process. If you have questions, please contact Voula O'Grady, Marianne Beck, or KC Rosenberg.

Thank you all for your continued help in finding students at risk and giving them some structured support during their first year at CCA!

Sincerely yours,

Voula O'Grady | FIRST-YEAR STUDENTS | Coord for Acad Advising, Oak | vogrady@cca.edu | 510.594.3674

Marianne Beck | TRANSFER STUDENTS | Coord for Acad Advising, SF | mbeck@cca.edu | 415.703.9567

KC Rosenberg | First Year Program Chair | kcrosenberg@cca.edu | 510.594.3645

EARLY OUTREACH NOTIFICATION FORM

HOW TO SUBMIT THIS FORM

- Please be sure to complete all sections.
- Save the form using the student's first and last name (ex: AStudent.doc)
- Email the completed form (as an attachment) to: *earlyoutreach@cca.edu*

INSTRUCTOR INFORMATION

Instructor Name	Submittal Date	Class Title	Course Number	Meeting Days/Time

Optional: I would like the First Year Program Chair to contact me for teaching/classroom support.

STUDENT INFORMATION

This student is a: **first-time freshman** in their first/second term at CCA **new transfer** in their first/second term at CCA

Student Name	ID No.	Phone	Email (cca.edu)	Additional Email

REASON(S) FOR OUTREACH: (place an X next to all that apply)

Excessive Absences	Poor Participation	Poor Performance on Projects
Recurrent Tardiness	Inattentiveness	Missing Assignments
Early Departure	Disruptive Behavior (explain below)	Late Assignments
Extended Breaks	Poor Performance on Exams	Poor Language Skills

PLEASE PROVIDE ADDITIONAL INFORMATION REGARDING THIS STUDENT'S PERFORMANCE BELOW:

ADVISING OFFICE USE ONLY (Notes for Advisor)

ADVISOR'S NOTES:

INSTRUCTIONS:

- Please update as you continue to work with the student on this issue.
- Your notes can be saved digitally (on your computer or a password-protected/encrypted flashdrive) or handwritten on paper.
- At the end of the year, all your EO forms will be collected with your student advising files/notes to be passed on to your advisees' new advisors in sophomore year.

Contact Date: Mode of Contact: Email Phone In Person

Steps planned to resolve issue:



Outcome/Status: