

**GUIDELINES**  
**ANNUAL REPORT TO THE CHANCELLOR, 2014-15**  
**Appalachian State University**  
**(Academic Support Programs)**

**Instructions**

Annual Reports by university departments provide a comprehensive view of the life of the university during the past year. These reports serve as a resource to prepare various other reports to The University of North Carolina General Administration and other external agencies, and they serve as an historical record of departmental accomplishments.

NOTE: 2014-15 is the sixth year of using the current form and procedure: *(1) the use of a single report form for all university departments and (2) simplified due dates*. Departments should complete only those sections that apply (e.g., only academic departments and colleges/school will complete section VI).

**Report Sections (Note: No Executive Summary is requested)**

- I. Major accomplishments  
During this academic year the Team held 152 interventions. This academic year the faculty chair completed 513 academic checks for all grade classifications including graduate students and non-degree seeking students. During the same period last year 348 academic checks were completed. The Dean of Students office requested 4.3% of the completed academic checks, 80% were initiated by faculty and 13% by staff, largely academic advisors. Faculty referred 412 students during this academic year, the Dean of Students office/CARE team made 22 referrals, 68 referrals came from staff, including academic advisors and work supervisors. 9 referrals came from other sources such as parents. Since its inception 1733 academic checks have been completed.
  
- II. Major Problems  
The volume of referrals has precipitated the co-chairs to evaluate the investigatory process. The co-chairs met with Dr. Mike Mayfield (Vice-Provost for Undergraduate Education), Mr. JJ Brown (Dean of Students), Dr. Greg Lester (Executive Director Advising and Student Success and Ms. Cindy Wallace (Vice-Chancellor for Student Development) on May 6, 2015. During this meeting it was decided that the Office of Advising and Student Success (OSS) would assist the EIT in the following areas. The OSS will cross-train its graduate students with the EIT graduate student in an attempt to provide emergency back up for team members should they be unable to attend a scheduled intervention, provide the students with a phone number that will be covered 8-5 daily, to assist with notification of students when the Team has determined a meeting should be held. The OSS will assist with intake documentation and will have access to Maxient (student conduct software where EIT information is posted) and the Logistics Coordinator and Referrals Coordinator email boxes in order to facilitate a more seamless response for sending information and collating information from faculty and advisors. The OSS office will serve as the physical office for students to walk in to for Early Intervention Team information. An early absence alert process for faculty was also discussed at this meeting. Roughly 30% (83) of the total students that were referred during spring semester 2015 were referred due to attendance concerns that

occurred prior to spring break. Another 15.8% (44) students were referred due to attendance concerns after spring break. The early alert system will allow the OSS to reach out to the students with attendance concerns in a timely fashion.

III. Personnel

Andrea Mitchell will remain as the staff co-chair for the 2015-16 academic year. The Team co-chairs participated in GAPP interviews and have made an offer, which has been verbally accepted by Ms. Jayna Shipp, a Marriage and Family Therapy graduate student. Ms. Taylor resigned early in spring semester and a Non-Student Temporary employee was hired for the remainder of the spring semester.

IV. Other Comments

Alan Rasmussen and Martha Marking attended a meeting of the Technology and Environmental Design faculty on March 3. EIT process and procedures were discussed. It hoped that Rasmussen and Marking will be able to attend faculty meetings in other departments in the 2015-16 academic year. The university "All F Policy" affected 23 first semester students that had previously been referred to the team. 62 students that had academic checks done during the course of the academic year earned a 0.0 gpa. 33.1% of students that had academic checks earned less than a 1.0 gpa. 24% of the students referred during spring 2015 were classified as transfer students. 35 students that were referred in fall 2014 withdrew and 27 students withdrew during spring 2015..

V. Staff and EPA Nonfaculty Activity

Marking will participate in the Welcome and Orientation for New Faculty and Staff, which will be held August 10, 2015.

(See separate attachment EIT Stats\_S15 Final)