**QEP Goal 2 Checklist**

**Early Intervention Strategies**

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|  | **Notify Struggling Students via SAILS Flags ASAP** |
| The sooner the student is notified of his/her struggles, the more time he/she has to develop a plan for success. Research suggests that connecting struggling students with appropriate resources early in the course provides the most benefits. The general rule of thumb would be to notify struggling students within the first 25% of the course. The table below illustrates what would be considered early alert.

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| 16 Week Course | Notify within the first four weeks |
| 12 Week Course | Notify within the first three weeks |
| 8 Week Course | Notify within the first two weeks |
| 4 Week Course | Notify with the first week |

Early alert can be very difficult in a shorter duration class, but the key is to alert students as soon as you notice a potential problem. Any SAILS Flag that is sent after the withdrawal date would not be considered early alert. |

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|  | **Avoid Sending Multiple Flags for One Student at the Same Time** |
| Instead of sending multiple flags for one student, pick one flag that best describes why you are concerned about the student. Other concerns you have about the student can be addressed in the comments section of the flag.Sending multiple flags for one student makes it difficult to identify students that are struggling in multiple courses. Students that are struggling in multiple courses need to be easily identified. |

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|  | **Develop a Plan of Action with Flagged Students** |
| Reach out to your flagged students to help them develop a plan of action. In the Plan of Action, the student will outline his or her actions steps to improve success in the course. Since you as the instructor know the most about what it takes to be successful in your course, provide suggestions to the students so that their plan connects them with the most beneficial resources. You will be asked at the conclusion of the course to indicate what resources the students used as part of their plan of action.A SAILS Plan of Action Form is available as a resource for instructors. Although it is not expected that every student will create a SAILS Plan of Action Form, instructors should encourage all flagged students to create a plan.  |

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|  | **Monitor Student Commitment to the Plan of Action**  |
| At the conclusion of the course, you will be asked to group students into one of four groups.1. Students that were not flagged.
2. Students that were flagged but never completed a plan of action.
3. Students that were flagged, made a plan of action with the instructor, but failed to follow up on the plan.
4. Students that were flagged, made a plan of action with the instructor, and followed the plan.
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|  | **Remind Students of Unresolved Flags**  |
| You do not have to raise another flag to remind the student of an existing concern in your class. Instead, use the Tracking feature in SAILS to find the existing flag and send a comment to the student from the existing flag. |

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|  | **Resolve Flags for Students**  |
| If a student has shown substantial improvement in the course, then you can use the Tracking feature in SAILS to find the existing flag and resolve it for the student. Leave SAILS Flags open for students that have not created a plan and/or are not following a created plan. |

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|  | **Complete and Submit your QEP Grade Book.** |
| At the conclusion of your course, you will be asked to complete a QEP Grade Book. The QEP Grade Book will contain three pieces of information: 1) the student’s final grade in the course; 2) the student’s group assignment in relation to QEP Goal 2; and 3) the student’s plan of action code. |

**Please note that this is simply an example of what the codes for QEP Goal 2 will look like. The official codes will be sent to you at the conclusion with the QEP Grade Book.**

**Group Codes**

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| **Group** | **Description** |
| 1 | This student did not receive a SAILS Early Alert Flag. |
| 2 | This student received a SAILS Early Alert Flag, but did not complete a SAILS Plan of Action. |
| 3 | This student received a SAILS Early Alert Flag and completed a SAILS Plan of Action, but did not follow up on the plan. |
| 4 | This student received a SAILS Early Alert Flag, completed a SAILS Plan of Action, and did follow up on the plan. |

**SAILS Plan of Action Codes**

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| **Plan Code** | **Plan Description** |
| A | Tutoring Center |
| B | Smarthinking |
| C | Supplemental Instruction |
| D | Math Lab |
| E | Other Academic Plan |
| F | Improved Attendance |
| G | Other Non-Academic Plan |